

Effective January 1, 2023 unless otherwise indicated

Underline new language [with updates as of May 6, 2022]

~~Language stricken~~

**Editor's Note: Pages 1 – 77 are the current Rules in place**

**The proposed Rules to be effective January 1, 2023 start on page 78. There are some exceptions to the starting date because the transition to the Divisional System does not take complete effect until 2024; therefore, some provisions of the current rules do not expire until January 1, 2024 and some provisions of the amended rules do not become effective January 1, 2024.**

**The Table of Contents for the Amended Rules will not match the page numbers until the current rules are removed from this document, they will match as of January 1, 2024.**

**Provisions not expiring until January 1 2024:**

**~~LR20CR2.2-NAFC-2.1: SELECTION OF SPECIAL JUDGES IN CRIMINAL CASES. Page 7~~**

**~~LR20TR79-NAFC-2.2: SELECTION OF SPECIAL JUDGES IN CIVIL CASES. Page 8~~**

**~~LR20FL00-CVFL-5 (H) Protocols after Initial Filing. Page 20: (J) Form of Summons Page 23~~**

**~~Appendix A Page 25: Appendix C. Page 32: Appendix C1 Page 36: Appendix D. Page 39.~~**

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**Provisions effective January 1, 2024:**

**The filing orders in all courts change January 1, 2024**

**In the Family Court Series 400: Sections 401.5: Page 184: 402. Page 185: 404. Page 186: 407. Page 189: 408. Page 191: 409. Page 191: 410. Page 192: 411. Page 193: 431: Page 215. Form D Page 240: Form D1. Page 242: Form E. Page 244 and Document F. Page 246.**

## ELKHART COUNTY RULES OF COURT

~~THE FOLLOWING RULES SHALL BE IN FULL FORCE AND EFFECT UNTIL AMENDED BY THE JUDGES OF THE COURTS OF ELKHART COUNTY.~~

### ~~LR20-AR00-NADC-1—DRESS AND CONDUCT~~

~~(A)—Lawyers and litigants shall be appropriately attired during all court appearances.~~

~~(B)—Lawyers, litigants, and spectators shall at all times speak and behave in such a manner as to respect the dignity and authority of the Courts, Judges, Commissioners and all judicial personnel, and shall not lean on the bench nor sit on counsel tables~~

~~(C)—No person shall bring food or beverage into any courtroom without the prior approval of the judge, magistrate or commissioner of that court.~~

~~(D)—All cell phones, pagers and any other personal electronic devices shall be turned off during all court proceedings except as authorized by the court. This rule does not apply to officers of the court or their designees when using their devices for case related purposes.—~~

### ~~LR20-AR00-NAFC-2—FILING OF CASES~~

~~(A) — GENERAL~~

~~All new causes of action shall be docketed with the Clerk of the Court and shall comply with Trial Rules 77 and 86, as well as, Administrative Rule 9 including filing of required Notice of Exclusion: Form 9-G1.~~

~~(B) — COURT COSTS~~

~~No cause shall be docketed or transferred without payment of the costs of the action, unless otherwise ordered.~~

~~1) — COLLECTION OF FEE FOR LATE PAYMENT~~

~~A) — A late fee is assessed to the defendant if the defendant has:~~

- ~~• committed a crime;~~
- ~~• violated a statute defining an infraction;~~
- ~~• violated an ordinance of a municipal corporation; or~~
- ~~• committed a delinquent act, and the defendant is required to pay:~~
  - ~~• court costs, including fees;~~
  - ~~• a fine; or~~
  - ~~• a civil penalty, and the defendant is not determined by the court imposing the court costs, fine, or civil penalty to be indigent.~~

~~B) — If the defendant fails to pay to the clerk the costs, fine, or civil penalty in full before the later of the following:~~

- ~~• The end of the business day on which the court enters the conviction or judgment.~~
- ~~• The end of the period specified by the Court.~~

~~C) — The fee assessed is \$25.00 or, if amended, that sum allowed by I.C. § 33-37-5-22.~~

~~D) — The court may, if the defendant has demonstrated good cause for failure to make a timely payment of court costs, a fine, or a civil penalty may suspend the payment of the late fee.~~

~~(C) — ASSIGNMENT OF CRIMINAL CASES —~~

~~1) — Criminal cases shall be filed in specific courts as follows:~~

~~a. — Elkhart Circuit Court~~

- ~~X — All murder charges;~~
- ~~X — All attempted murder cases, except child victim cases~~
- ~~X — All manslaughter cases, except those in which a child is the victim~~
- ~~X — All vehicular homicide cases~~
- ~~X — All robbery cases~~
- ~~X — All reckless homicide cases~~
- ~~X — One-half (1/2) of all Level 1, 2, 3, 4, and 5 controlled substance sale and possession cases~~
- ~~X — Juvenile cases (Juvenile Court Magistrate)~~
- ~~X — Grand Jury cases~~

~~b. — Elkhart Superior Court 1~~

- ~~X — All rape cases, except child victim cases~~
- ~~X — All sexual battery cases, except child victim cases~~
- ~~X — All criminal recklessness cases, except when a child is the victim~~
- ~~X — All Level 5 battery and Level 6 domestic battery cases, except child victim cases, and except those filed in the three (3) city courts sitting in Elkhart County, Indiana~~

~~X — All Level 3 and 4 felony cases which are not specifically assigned to a court pursuant to this rule~~

e

~~c. — Elkhart Superior Court 2~~

~~X — All burglary cases~~

~~X — All welfare fraud cases~~

~~X — All forgery cases~~

~~X — All Level 5 felony theft cases~~

~~X — All arson cases~~

~~X — All Level 5 felony cases which are not specifically assigned to a court pursuant to this rule~~

~~d. — Elkhart Superior Court 3~~

~~X — All child victim cases except murder~~

~~X — One half (1/2) of all Level 1, 2, 3, 4, and 5 controlled substance sale and possession cases~~

~~X — All kidnapping and confinement cases~~

~~X — All Level 1 and 2 felony cases which are not specifically assigned to a court pursuant to this rule~~

d

~~e. — Elkhart Superior Court 4~~

~~X — One half (1/2) of all habitual traffic offender cases and one third (1/3) of all other Level 6 felony and misdemeanor cases, except non support cases and those filed in the three (3) city courts sitting in Elkhart County, Indiana.~~

~~X — All infraction and county ordinance cases other than those filed in the aforementioned city courts~~

~~X — All requests for Trial De Novo arising out of a conviction in the Nappanee and Goshen City Courts.~~

~~f. — Elkhart Superior Court 5~~

~~X — One half (1/2) of all habitual traffic offender cases and one third (1/3) of all other Level 6 felony and misdemeanor cases, except non support cases and those cases filed in the aforementioned city courts~~

~~X — All requests for Trial De Novo arising out of a conviction in the Elkhart City Court.~~

~~g. — Elkhart Superior Court 6~~

~~X — All non support cases and one third (1/3) of all Level 6 felony and misdemeanor cases, except habitual traffic offender cases and those cases filed in the aforementioned city courts~~

~~2) — Assigning new, subsequent, and recharged cases:~~

~~a. **New cases** — New cases that may be filed in more than one court (e.g., Level 1, 2, 3, 4, and 5 felony and controlled substances cases) must be filed on a rotating basis.~~

~~b. **Subsequent cases** —~~

~~— 1. If the defendant in a pending criminal case is charged with new offenses that carry no greater penalty than the pending charges, the subsequent charges must be filed in the same court hearing the original case.~~

~~2. If a new case carrying greater penalties is filed against the defendant in a pending case, the original case must be transferred to the court hearing the subsequent case. Except domestic battery cases.~~

~~3. Pending cases include a case filed in a local court that has not yet had a final disposition; or, has had a final disposition, but the defendant is under a withheld or suspended sentence that the new case could affect.~~

~~c. **Sealing and Expunging Conviction Records**—Whenever practicable, all sealing of records and expunging of convictions filed under I.C. §§ 35-38-9-4 and 35-38-9-5 shall be filed in the same court as the underlying case. If more than two underlying cases are being expunged, the petitioner shall pick between the court where one of the underlying cases originated. If not practicable, then petitioner shall pick between any Circuit or Superior court.~~

~~d. **Recharged cases**—Any pending case that is later recharged as murder must be transferred to Circuit Court.~~

~~3) All cases in which juvenile court jurisdiction is waived to adult court shall be filed in the appropriate court as dictated by this rule.~~

~~4) All charges of escape, including Level 5 and Level 6 felonies, shall be filed in the court which committed the defendant to the facility from which he or she allegedly escaped. All charges of failure to appear shall be filed in the court in which the subject order to appear was entered.~~

~~(D) **ASSIGNMENT OF CIVIL CASES**~~

~~1) **Civil cases shall be filed in specific courts as follows:**~~

~~a. **Elkhart Circuit Court**~~

~~— All civil filings with the exception of mental health cases and small claims.~~

~~— **JUVENILE DIVISION:**~~

~~— Juvenile Miscellaneous; Juvenile Child in Need of Services; Juvenile Termination of Paternal Rights and Guardianship related to Juvenile Child in Need of Services; Juvenile Termination of Paternal Rights and Juvenile Delinquency.~~

~~b. **Elkhart Superior Court 1**~~

~~— All civil filings with the exception of mental health cases and small claims.~~

~~c. **Elkhart Superior Court 2**~~

~~— All civil filings with the exception of guardianships and small claims.~~

~~d. **Elkhart Superior Court 3**~~

~~— All civil filings except guardianships and small claims.~~

~~e. **Elkhart Superior Court 4**~~

~~— All civil filings except guardianship, estates, mental health, paternity, dissolution, adoptions and mortgage foreclosure cases.~~

~~f. **Elkhart Superior Court 5**~~

~~\_\_\_\_\_ All civil filings except guardianships, estates, mental health, paternity, dissolution, adoptions and mortgage foreclosure cases.~~

**g. Elkhart Superior Court 6**

~~\_\_\_\_\_ All civil filings except guardianships, estates, mental health, civil torts and mortgage foreclosure cases.~~

**~~(E) DELINQUENT LISTS~~**

- ~~1) Any civil case pending for more than six months may be placed upon a Delinquent List pursuant to Trial Rule 41(E). Any case so listed shall, after 45 days, be dismissed at the cost of the filing party, except for good cause shown.~~
- ~~2) Any probate matter in which no filing has been made for more than six months may be placed upon a Delinquent List. If no action is taken within 45 days thereafter, the Court may require the personal representative to show cause why the Court should not impose an appropriate sanction against the personal representative.~~
- ~~3) Guardianships shall not be placed upon a delinquent list within two years after the issuance of letters of guardianship, the filing of an inventory, or the filing of a current account.~~

**LR20-CR2.2-NAFC-2.1 SELECTION OF SPECIAL JUDGES IN  
CRIMINAL CASES Effective until January 1, 2024**

When the appointment of a special judge is required under Criminal Rule 12 of the Indiana Rules of Criminal Procedure or an order of disqualification or recusal is entered in a case, or where a change of judge is granted pursuant to Indiana Post-Conviction Remedy Rule 1(4)(b), the provisions of this Rule constitute the exclusive manner for the selection of special judges in circuit and superior courts in all criminal proceedings in Elkhart County.

- a. If the case is in the **Elkhart Circuit Court**, it must be transferred to **Elkhart Superior Court 3**
- b. If the case is in **Elkhart Superior Court 3**, it must be transferred to **Elkhart Circuit Court**
- c. If the case is in **Elkhart Superior Court 1**, it must be transferred to **Elkhart Superior Court 2**
- d. If the case is in **Elkhart Superior Court 2**, it must be transferred to **Elkhart Superior Court 1**.
- e. If the case is in **Elkhart Superior Court 4**, it must be transferred to **Elkhart Superior Court 5**.
- f. If the case is in **Elkhart Superior Court 5**, it must be transferred to **Elkhart Superior 6**.
- g. If the case is in **Elkhart Superior Court 6**, it must be transferred to **Elkhart Superior Court 4**.

If, after the above transfer, the judge of the transferee court is unable to hear the case, the Chief Judge of the administrative judicial district of which Elkhart County is a member, must appoint a special judge first from the other judges within Elkhart County and then from the judges within the judicial district. If the Chief Judge of the administrative judicial district is unable to make the appointment, the district judge, who is not a judicial officer in Elkhart County, with the most time of judicial service shall make the appointment.

The appointed judge under this local rule must accept the case unless:

- a. Disqualified under the Code of Judicial Conduct;
- b. Ineligible under the Trial Rules; or
- c. Excused by the Indiana Supreme Court.

**LR20-TR79-NAFC-2.2                      SELECTION OF SPECIAL JUDGES IN  
CIVIL CASES Effective until January 1, 2024**

If a judge in Elkhart County grants a motion for change of judge under TR 76, or recuses or is disqualified under TR 79(C), and the parties are unable to agree to a judge, or the judge agreed upon does not accept the appointment within the time required by TR 79(D), the following local rule applies:

- a. If the case is in the **Elkhart Circuit Court**, it must be transferred to **Elkhart Superior Court 3** except for guardianships cases which must be transferred to **Elkhart Superior Court 1**.
- b. If the case is in **Elkhart Superior Court 3**, it must be transferred to **Elkhart Circuit Court** except for mental health cases which must be transferred to **Elkhart Superior Court 2**.
- c. If the case is in **Elkhart Superior Court 1**, it must be transferred to **Elkhart Superior Court 2** except for guardianships cases which must be transferred to **Elkhart Circuit Court**.
- d. If the case is in **Elkhart Superior Court 2**, it must be transferred to **Elkhart Superior Court 1** except for mental health cases which must be transferred to **Elkhart Superior Court 3**.
- e. If the case is in **Elkhart Superior Court 4**, it must be transferred to **Elkhart Superior Court 5**.
- f. If the case is in **Elkhart Superior Court 5**, it must be transferred to **Elkhart Superior Court 6**.
- g. If the case is in **Elkhart Superior Court 6**, it must be transferred to **Elkhart Superior Court 4** except for DR, DN, DC, RS or JP cases which must be transferred to **Elkhart Superior Court 1** or **2** on a rotating basis.

If, after the above transfer, the judge of the transferee court is unable to hear the case, the Chief Judge of the administrative judicial district of which Elkhart County is a member, must appoint a special judge first from the other judges within Elkhart County and then from the judges within the judicial district. If the Chief Judge of the administrative judicial district is unable to make the appointment, the district judge, who is not a judicial officer in Elkhart County, with the most time of judicial service shall make the appointment.

The appointed judge under this local rule must accept the case unless:

- a. Disqualified under the Code of Judicial Conduct;
- b. Ineligible under the Trial Rules; or
- c. Excused by the Indiana Supreme Court.

**~~LR20-TR3.1-NAEA-3 APPEARANCES~~**

**~~(A) ENTRY OF APPEARANCE~~**

- ~~1) — Appearances shall be made in writing in the state prescribed appearance form in all cases. An attorney's appearance for a party is not an automatic enlargement of the time for filing a responsive pleading.~~
- ~~2) — Appearances once entered remain on record until final disposition.~~
- ~~3) — Appearances of attorneys at initial hearings in the Elkhart Circuit Court Juvenile Division shall continue through case closure.~~
- ~~4) — Attorney appointed under a CHINS case number is presumed to represent the party under the corresponding Termination cause. The docket will indicate such representation unless and until the Court is notified otherwise.~~

~~(B) — WITHDRAWAL OF APPEARANCE~~

- ~~1) — An attorney's appearance for a party will be withdrawn if:
 
  - ~~a. — Another attorney simultaneously appears for the party;~~
  - ~~b. — The attorney provides satisfactory evidence that the party has discharged the attorney; or~~
  - ~~c. — The party acquiesces to the withdrawal.~~~~
- ~~2) — In all other circumstances, an attorney seeking permission to withdraw an appearance shall file a written motion stating justification for the withdrawal. The attorney shall give the party ten (10) days written notice of the attorney's intention to seek permission to withdraw. This notice shall (1) inform the party that failure to secure new counsel may result in dismissal of the party's case or in entry of a judgment or ruling against the party (2) set forth the date of any scheduled hearing or trial, and (3) include any other pertinent information. Except for good cause shown, an appearance will not be withdrawn within ten (10) days prior to commencement of a trial.~~
- ~~3) — In keeping with the provisions of the Indiana Rules of Professional Conduct, an attorney's representation of a client in a given cause pending before an Elkhart County court of general jurisdiction shall be deemed concluded upon:
 
  - ~~a. — The entry of an order of court withdrawing that attorney's appearance in that matter for that client; or,~~
  - ~~b. — Resolution of all issues raised prior to, or during the course of, that representation. For purposes of this Rule, the term "resolution" shall mean entry of a judgment or an appealable order determining such issues. Should an attorney wish to appear in a given cause a second, or subsequent, time, he or she must file a new appearance in conformity with the dictates of Trial Rule 3.1. This rule does not apply to small claims.~~~~
- ~~4) — The requirements for withdrawal of appearance apply equally to limiting the scope of appearance after a general appearance has been filed.~~

~~LR20-TR00-NAFD-4 — FILING OF DOCUMENTS~~

~~— The failure of either party to comply with this rule may result in the denial of the motion or in the striking of the response, as appropriate.~~

~~(A) — All documents filed with a court, including but not limited to any reports, modification petitions, memos, motions, orders and notices shall be labeled with the assigned sixteen [16] digit case number of all causes to which such documents are intended to apply. PLEADINGS THAT DO NOT CONTAIN THE CORRECT CASE NUMBER SHALL BE STRIKEN.~~

~~(B) — Appearance and pleadings shall be filed with the Clerk pursuant to Trial Rule 86. Filings shall comply fully with the provisions of Trial Rule 77 and Administrative Rule 9 including use of Notice of Exclusion Form 9-G1 regarding confidentiality, and shall include the names, addresses, phone numbers, electronic mail addresses as required by Trial Rule 72 (D), dates of birth and Social Security Account Number or Federal Tax Identification Number of the parties.~~

~~(C) — In civil cases, a party shall file any pleading, motion, or other document pursuant to Trial Rule 86. The filing party shall prepare all forms of summons and citations, provide all materials required for service, and shall provide all parties' names, addresses, telephone numbers, electronic mail address as required by Trial Rule 72 D, Social Security numbers and dates of birth. If the filing party requests a hearing, that party shall also provide an appropriate form of notice or form of order setting the matter for hearing. All filings must comply with Administrative Rule 9 including Notice of Exclusion when required utilizing Form 9-G1.~~

~~(D) — In all criminal cases where plea agreements must be in writing, all pleas may be e-filed prior to the Plea Hearing or a paper copy may be tendered to the court for scanning and filing in open court.~~

~~(E) — All motions to dismiss, motions for summary judgment motions for judgment on pleadings, and similar motions shall be accompanied by a memorandum of legal authority. Any response to such motions shall be accompanied by a similar memorandum.~~

~~(F) — All pleadings filed in a case while assigned to a magistrate will be forwarded to the Magistrate by Clerk or Court staff electronically. The magistrate will make appropriate entries on the chronological case summary (CCS). Upon entry of an order by the magistrate or approval of an agreement of the parties on said issue(s), the case will be returned to the regular judge of the court.~~

~~(G) — All pre-fact finding hearing motions and pleadings in juvenile delinquency cases shall be in writing and in compliance with the appropriate rules of procedure. All such motions shall be accompanied by a memorandum of authorities. Any responses to such motions shall be accompanied by a memorandum of authorities and shall be filed within seven (7) days if the child is in secure custody; or fourteen (14) days if not in custody upon the filing of such motions. The failure of either party to comply with this rule shall result in the denial of the motion or in the striking of the response, as appropriate.~~

#### ~~(H) — PREPARATION OF DOCUMENTS~~

~~— The lawyer for a party or any unrepresented litigant shall be responsible for preparing and filing summons, citations, notices, proposed orders or other documents for which forms may be obtained from the Clerk of the Court. These forms shall include any names, addresses, electronic mail address as required by Trial Rule 72 (D), and other descriptive information, such as place of employment, necessary to affect service of said document.~~

~~— All Petitions and Motions should be accompanied with a proposed form of order including a proposed order setting the Petition or Motion for Hearing.~~

~~— Date lines should be a blank line sufficient for the month, day and year:~~

~~[ \_\_\_\_\_ ] and not styled as the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ in that a date stamp is utilized in the Odyssey Case Management System.~~

#### ~~(I) — UNREPRESENTED LITIGANTS FILINGS/FORMS~~

~~— Forms for unrepresented litigants prepared by the Indiana Supreme Court or the Elkhart Courts are available at [www.in.gov/judiciary/self/service](http://www.in.gov/judiciary/self/service) or at [www.ElkhartCounty/Courts](http://www.ElkhartCounty/Courts).~~

~~(J) — Reserved~~



~~(K) — COPIES OR PRINTED DOCUMENTS FURNISHED BY THE CLERK~~

~~— On application of any person, the Clerk of the Court shall copy or print any pleading or order at the expense of the person requesting the copy. All public documents may be found at <http://mycase.in.gov>. This rule shall not apply to adoptions, Juvenile Child in Need of Services, Juvenile Delinquency, Juvenile Paternity prior to July 1, 2014, Juvenile Miscellaneous and Juvenile Termination of Paternal Rights proceedings or other actions which are not a matter of public record.~~

~~(L) — WITHDRAWAL OF ORIGINAL MATERIAL~~

~~— No person shall withdraw any original pleading, paper, record, model, exhibit, or other document from the custody of the Clerk, except upon order of the Court and upon leaving a proper receipt with the Clerk or other officer.~~

~~LR20-TR00-NAFD-RULE 4.5 FACSIMILE ELECTRONIC FILINGS~~

~~No facsimile filings are allowed except with the express prior approval of the Court. If approval is granted, then the filing shall be made to the number designated by the Court and the party making the filing shall otherwise comply with Administrative Rule 12. Initial filing of a cause of action by facsimile is not permitted.~~

~~LR20-FL00-CVFL-5 DOMESTIC RELATIONS MATTERS INVOLVING MINOR CHILDREN COOPERATIVE FAMILY PRACTICE~~

~~\*The Website [www.ElkhartFamilyLaw.gov](http://www.ElkhartFamilyLaw.gov) may be accessed through [www.ElkhartFamilyLaw.com](http://www.ElkhartFamilyLaw.com) or [www.ElkhartFamilyLaw.org](http://www.ElkhartFamilyLaw.org).~~

~~(A) — Liberal Construction and Application.~~

- ~~(1) The Circuit and Superior Courts of Elkhart County are committed to a cooperative model for the handling of “family cases” by parents, attorneys, and judges. This Rule will be liberally construed and applied to promote the healthy and child-sensitive functioning of families.~~
- ~~(2) “Family cases” are defined as all marital dissolution or separation, paternity, related order of protection and guardianship proceedings involving custody and parenting issues.~~
- ~~(3) The adoption of this Rule does not affect a lawyer’s duty to act in compliance with the Indiana Rules of Professional Conduct, particularly the duty to act with reasonable diligence and promptness in representing a client.~~
- ~~(4) All support orders or modifications must be in writing and filed with and approved by the Court or will be invalid.~~

~~(B) — Case Captioning.~~

- ~~(1) Parties in marital dissolution and separation and paternity cases shall not be captioned or designated as “petitioner,” “respondent,” “plaintiff,” or “defendant.”~~
- ~~(2) In marital dissolution and separation cases on the date of the initial filing, all pleadings shall be captioned, “In Re the Marriage of \_\_\_\_\_, Husband [or Wife], and \_\_\_\_\_, Wife [or Husband].” The party filing the initial petition shall be named first.~~

- (3) ~~Parties in paternity cases shall be captioned “In Re the Paternity of [name or initials of minor child] and designated as “mother,” “putative father,” and father.”~~

~~(C) — Duties of Attorneys and Parties in Family Cases.—~~

~~(1) — Attorneys and parties in family cases are expected to act with the courts as co-problem solvers, not mere problem reporters. Attorneys shall both inform and remind their clients about the judicial expectations of cooperation in family cases, assist their clients to understand and observe these standards, and encourage clients to participate in co-parenting classes, counseling, mediation, and other appropriate problem-solving processes.~~

~~(2) — In order to establish and maintain an atmosphere which fosters cooperative problem-solving, all parties and attorneys shall:~~

- ~~(a) explore resources which may reduce conflict, build cooperation and protect children;~~
- ~~(b) attempt reasonable cooperative measures before resorting to the court;~~
- ~~(c) avoid disrespectful language and behavior; and,~~
- ~~(d) avoid unnecessary motions or petitions, hearing and arguments.~~

~~(3) — Website. Parties and counsel should visit the court’s website link at [www.ElkhartFamilyLaw.gov](http://www.ElkhartFamilyLaw.gov)\* for more information on the procedures in use in Elkhart County in support of the cooperative handling of family cases.~~

*Commentary*

*The Circuit and Superior Courts of Elkhart County recognize that conflict in family cases is destructive and often dangerous. Litigating family cases does not end or resolve the conflict; it heightens the conflict. The cooperative model for handling family cases is implemented in order to minimize such conflict and, instead, foster the healthy and child-sensitive functioning of families.*

*Actions taken in the earliest stages of parents’ separation and other family crises, whether those actions are helpful or destructive, often define much of the future of the family case and the family. Attorneys’ language and conduct in these earliest days are often crucial to the future course of both the case and the future functioning of the family. Until the case is filed, the courts have no involvement and are powerless to help families. However, at such early stages, attorneys can either set a tone of beneficial cooperation or of destructive conflict for the families they touch.*

*All too often in family cases the courtroom becomes an arena in which the parties are subjected to criticism, sometimes even ridicule or similar abuse. Such conduct will not be tolerated. Attorneys have an ethical obligation to refrain from abusive conduct and other offensive tactics; to treat all parties, witnesses and all others involved in the legal process with courtesy and respect; and, to refuse to participate in any effort to embarrass or burden someone. The courts consider such conduct to be repugnant. So should the attorneys and all members of the family. Attorneys have an ethical obligation to consult with their clients about the means to be employed and clients normally defer to their attorney’s special knowledge and skill in such matters. These rules and comments require that when doing so, the attorney should educate the client about the substantial risk that conflict presents for members of the family and of the benefits and opportunities for resolution through the cooperative model. Family members who elect to pursue the path of conflict instead of cooperation are not acting in the best interests of the*

~~children; and, the courts should consider the decisions made by the parties in this regard as part of its evaluation of the children's best interests and in the allocation of attorney fees.~~

~~This cooperative model will require some fundamental changes in the local legal culture, including the manner in which attorneys approach family cases. While fundamental change does not occur overnight, it must begin now. The attorney's primary focus in family cases should be on defusing the underlying source(s) of conflict(s) by helping the family find ways to resolve issues by means which are less destructive than litigation.~~

~~As part of the cooperative model, the courts will expect all parties and attorneys to consistently observe:~~

- ~~(a) personal responsibility by acting on one's opportunities to solve problems and improve circumstances rather than merely reporting on the alleged fault in others;~~
- ~~(b) cooperation by sensibly defining and recognizing the best interests of all family members;~~
- ~~(c) courtesy by constant use of respectful language and behavior; and,~~
- ~~(d) focused attention on children's needs, including an awareness that parental conflict is dangerous to children.~~

~~As part of their duty to work as co-problem solvers with the court in all family cases, if safe to do so, attorneys should:~~

- ~~(a) speak with their clients, as early as possible and as often as necessary, about the advantages and judicial expectations of safe cooperation in family cases;~~
- ~~(b) refer clients to all co-parenting classes, counseling, mediation, and other problem-solving processes that appear to counsel to be promising resources for their clients;~~
- ~~(c) work with other counsel to ensure safety in families where domestic violence has been, or reasonably could be, an issue;~~
- ~~(d) work with other counsel in all cases to reduce conflict, build cooperation, and protect children; and,~~
- ~~(e) avoid unnecessary motions and hearings.~~

~~Before any scheduled hearing:~~

- ~~(a) An attorney should assess with a client whether the matter can safely be handled cooperatively and without adversarial motions, hearings and other formal proceedings. Unless safety or exceptional circumstances make cooperation unreasonable, counsel should handle the case in ways that avoid adversarial proceedings and maximize the parties' development of cooperative problem-solving.~~
- ~~(b) An attorney should make reasonable efforts to determine if the other spouse, parent, or putative parent is represented or may be seeking representation. Unless doing so might create a danger or substantial prejudice to the client, or it is otherwise unreasonable to do so, the attorney should:
  - ~~(i) confer with the other attorney or self-represented litigant;~~~~

- (ii) ~~attempt in good faith to find cooperative resolutions to provisional matters, including peaceful separation, so that unnecessary provisional filings and hearings can be avoided; and,~~
- (iii) ~~refer parents to resources such as co-parent education, co-parent counseling, marital counseling, and mediation that can help them build cooperation.~~

~~(c) If both parties elect to be self represented litigants, they shall have the same duties stated above.~~

~~(D) **Initial and Provisional Hearings.**~~

~~Unless considerations of safety or other good cause make it unreasonable, before the date and time set for an initial or provisional hearing, counsel or self represented litigants shall meet with each other in a good faith attempt to resolve all matters.~~

~~(E) **Mandatory Website Work for Parents.**~~

~~(1) **Dissolution of Marriage.** In all dissolution cases where the parties have any children together under the age of 18, both parties shall complete the work on [www.UpToParents.org](http://www.UpToParents.org) within 15 days of initial filing or service.~~

~~(2) **Legal Separation.** In all separation cases where the parties have any children together under the age of 18, both parties shall complete the work on [www.WhileWeHeal.org](http://www.WhileWeHeal.org) within 15 days of initial filing or service.~~

~~(3) **Paternity.** In all paternity cases, both parents shall complete the work on [www.ProudToParent.org](http://www.ProudToParent.org) within 15 days of the court's finding of paternity.~~

~~(4) **Agreed Commitments.** Following completion of the website work required by this rule, the parents shall merge or exchange their chosen Commitments from their website work into a set of Agreed Commitments.~~

~~(5) **Proof of Compliance.**~~

~~(i) **Dissolution of Marriage and Legal Separation.** In order to monitor compliance, within 20 days of the initial filing or service of an action for dissolution or separation, each party shall file a verified certification of their completion of the mandatory website work. Appendix "A" is the required form.~~

~~(ii) **Paternity.** In order to monitor compliance, within 20 days of the court's finding of paternity, each party shall file a verified certification of completion of the mandatory website work. Appendix "A" is the required form.~~

~~(iii) **Failure to Comply.** Any party failing to timely file a certification may be subject to a contempt hearing.~~

*Commentary*

*The rule contemplates that, following completion of the website work required by this rule, the parents shall merge their chosen Commitments from their website work into a set of Agreed Commitments and review those Agreed Commitments before all hearings. If a hearing is held more than a year since the parents' completion of the website work, they should redo the work and again merge their Commitments into a set of Agreed Commitments.*

~~(F) — **Transparenting, Seasons and Peaceful Parenting Classes.**—~~

~~Information regarding required classes is available on the court's website at [www.ElkhartFamilyLaw.gov](http://www.ElkhartFamilyLaw.gov).\*.~~

- ~~(1) — **Dissolution of Marriage and Legal Separation. Mandatory Attendance.** In all dissolution and separation cases where the parties have any children together under the age of 18, both parties shall complete the Elkhart County Transparenting class. Any children 6 years of age through 17 years of age shall complete the Elkhart County Seasons class. The court may order any party to attend additional parenting, co-parenting, or parenting enrichment classes in post-decree matters.—~~
- ~~(2) — **Paternity.** Upon adjudication of paternity, the court shall order the parties to attend and complete the Peaceful Parenting class unless circumstances prohibit said attendance. In all paternity cases the court may order any party to attend and complete additional parenting, co-parenting, or parenting enrichment class.—~~
- ~~(3) — **Proof of Compliance.** In all dissolution of marriage and legal separation cases, the parties must enroll in said classes within 15 days of the filing or service of the petition. The agency providing the Transparenting and Seasons classes shall provide notice of enrollment and completion of same in a timely manner. In paternity cases the parties must enroll in Peaceful Parenting within 15 days of order of the court to attend the program. The agency providing Peaceful Parenting shall provide notice of enrollment and completion of same in a timely manner.—~~

*Commentary*

~~It is recognized that this Rule may not be applicable in Uniform Interstate Family Support Act (UIFSA) cases.~~

~~(G) — **Parenting Plan Proposals**~~

- ~~(1) — The Indiana Parenting Time Guidelines provide useful outlines of the **minimum** time each parent should have with the children to maintain frequent, meaningful, and continuing contact with them.—~~
- ~~(2) — Unless they have already executed and filed an Agreed Parenting Plan, the parties shall each prepare and exchange their written Parenting Plan Proposals utilizing the form attached as Appendix "B". It is anticipated that this exchange of parenting plan proposals shall occur at least two (2) business days before the hearing.—~~
- ~~(3) — The Parenting Plan Proposals, Agreed Commitments and other results generated as a result of the website work shall be inadmissible as evidence and unenforceable at any hearing or trial. The~~

purpose of the Parenting Plan Proposals, Agreed Commitments and website work is to generate a culture of co-parenting for the long term benefit of families.

~~(4) In the event the parties agree on only portions of a Parenting Plan, the parties shall submit the agreed upon portions of the Parenting Plan to the Court, and advise the Court of unresolved issues.~~

*Commentary*

~~(1) Children whose parents live apart have special needs above and beyond those of other children, including the need for frequent, meaningful, and continuing contact with both parents. The courts expect separated and divorced parents, if safely possible, to work together to support children's best possible relationships with each parent.~~

~~(2) Dedicated parents will do their best to:~~

- ~~(a) Remember that their children's only job is to be children, not their messengers, spies, counselors, confidants, or carriers of their hurt.~~
- ~~(b) Remember that their love for their children is greater than any issue they could have with each other.~~
- ~~(c) Respect each other's parenting time while also being flexible so the children's lives can be as normal as possible.~~
- ~~(d) Pay special attention to keep their appointments and schedules with each other and call promptly if any problems come up.~~
- ~~(e) Educate their extended families and close friends that they need to make peace as well.~~

~~(3) Children shall have frequent, meaningful, and continuing contact with each parent. The Indiana Parenting Time Guidelines provide a useful outline of the minimum time that each parent should have with the children. It is the express preference of the Elkhart Circuit and Superior Courts that parenting plans, if safely possible, should:~~

- ~~(a) exceed the Guideline minimums for the non-custodial parent;~~
- ~~(b) fit the particular needs of the family; and;~~
- ~~(c) encourage parents' use of sensibility, flexibility, and reasonableness to allow for cooperative accommodation of special needs and circumstances in family activities.~~

~~(4) Whenever parents need resources to reduce conflict, build cooperation, preserve family relationships, or respond to the needs of their children, they and their attorneys (if any), should use all resources that could help them. Such resources include:~~

- ~~(a) redoing the website work from [www.UpToParents.org](http://www.UpToParents.org), [www.WhileWeHeal.org](http://www.WhileWeHeal.org), or [www.ProudToParent.org](http://www.ProudToParent.org);~~
- ~~(b) additional co-parenting classes, including re-attending the basic class or attending high-conflict classes;~~

- (c) ~~completing a new Parenting Plan Proposal;~~
- (d) ~~mediation;~~
- (e) ~~confidential therapeutic assessment of the parents to develop a set of recommendations for their improved interaction;~~
- (f) ~~individual, joint, family or child counseling;~~
- (g) ~~appointment of a parenting coordinator; and;~~
- (h) ~~any other measure that might protect children, reduce conflict, or build cooperation.~~

~~(5) — If parents nevertheless continue to have conflict and appear in court without an agreement about the resources they will use, the court may select the resources the parents will be ordered to use.~~

**(H) Protocols after Initial Filing. Effective until January 1, 2024.**

- (1) **Duties Regarding Conferences.** Except in emergencies or when it is otherwise unreasonable to do so, counsel and self represented litigants shall make a reasonable attempt to have a personal or telephonic conference to resolve any issue before hearing or seeking any other relief through the court. Counsel and self represented litigants contacted for a conference shall make themselves reasonably available. The duty of a personal or telephonic conference shall be continuing.
- (2) **Substance of Conference.** In the conference, counsel and self represented litigants shall:
  - (a) attempt to resolve all matters at issue;
  - (b) confirm the parties' compliance with paragraphs (E), (F) and (G) of this Rule; and,
  - (c) discuss the resources they believe the parents could use to resolve current and future issues and to build cooperation, including any resources listed in Commentary paragraph (4) to paragraph (G) of this Rule.
- (3) **Cooperation Update - Mandatory.** All motions and pleadings, other than the initial filings, shall include a statement confirming compliance with items (1) through (2), above, including the date of the required personal or telephonic conference or shall recite the specific reasons for the lack of a conference.
- (4) **Failure of Compliance.** Failure to comply with this section may result in the denial of relief or a hearing until compliance is accomplished.

*Commentary*

*Counsel and self represented litigants shall consult in advance of all court hearings and exchange suggestions for the future course of the case that would serve the best interests of all family members, except in the limited circumstances described above.*

*During a status conference:*

- (1) *the attorneys and self represented litigants will report on:*
  - (a) *the status of compliance with each provision of this Rule by the parties and their attorneys; and,*
  - (b) *parent progress in reducing conflict, building cooperation, preserving family relationships, and responding to the needs of the children.*
- (2) *where beneficial, the families will be referred for any necessary help; and,*
- (3) *the court will consider the future course of the case.*

**~~(I) Requirements before Custody Evaluations.~~**

~~Custody evaluations are sometimes divisive and produce less cooperation between parents. Custody evaluations shall be reserved for cases where the parents cannot resolve the issues. No custody evaluation may be requested, ordered or conducted unless and until all cooperative measures (including, but not limited to, co-parenting education, consultation with a parenting coordinator and mediation) have been exhausted, shown to be dangerous, likely to be unsuccessful, or otherwise unreasonable.~~

~~All requests for custody evaluations shall be in writing and shall state:~~

- ~~(a) what specific issues are resolved and what specific issues remain unresolved;~~
- ~~(b) what problem solving resources have been used to date (including any co-parenting education, consultation with a parenting coordinator or mediation); and~~
- ~~(c) why no further cooperative measures can be expected to assist the parents in resolving all issues.~~

~~—The court will not grant or order a custody evaluation except following a status conference in the presence of both parties and their attorneys, if any, during which the court has been satisfied that:~~

- ~~(1) both parties have completed the requirements of paragraphs (E), (F) and (G) above; and,~~
- ~~(2) the use of other resources including those listed in Commentary paragraph (4) to paragraph (G) of this Rule has been carefully considered and reviewed.~~

**(J) Form of Summons. Effective until January 1, 2024**

**(1) Dissolution of Marriage and Legal Separation.** In dissolution and separation cases, the appropriate summons shall be used and shall be substantially the same as the forms which are attached as Appendix “C” or “C-1”.

**(2) Paternity.** In paternity cases, the summons shall be substantially the same as the form which is attached as Appendix “D”.

**~~(K) Parenting Coordinator.~~**

~~—Parenting Coordination will be in compliance with Section V: Parenting Coordination of the Indiana Parenting Time Guidelines as adopted by the Judicial Conference of the State of Indiana.~~

**~~(L) Enforcement.~~**



Upon the failure of any attorney or self represented litigant to comply with this Rule, the Courts may use, at their discretion, the variety of enforcement mechanisms available to them in the traditional system. These enforcement mechanisms include a finding of contempt, an award of attorney fees, postponement of hearing, denial of any requested relief, and an award of lost wages.

*Commentary*

~~This Rule and the enforcement thereof appear contradictory. However, the benefits of the overall concepts contained in this Rule, as well as the recognized and hoped for long term advantages of implementing such a process, render its enforcement of vital importance. Families in conflict do not always fit well into the mold of the traditional adversary system. Nevertheless, it must be recognized that an attempt to reshape the model within which family law cases have traditionally occurred will require, on occasion, the use of those enforcement mechanisms which do not fall within a model of cooperation.~~

~~The Circuit and Superior Courts of Elkhart County recognize that, in order to utilize and reap the benefits of a cooperative family law system, attorneys and parties must be subject to the enforcement of these Rules, including but not limited to the award of attorney fees and sanctions. The courts also recognize that enforcement requires uniformity and consistent application of this Rule and its enforcement mechanisms.~~

~~Trial Rule 81 (H) is the exclusive mechanism for deviating from any local rule.~~

~~\*The Website [www.ElkhartFamilyLaw.gov](http://www.ElkhartFamilyLaw.gov) may be accessed through [www.ElkhartFamilyLaw.com](http://www.ElkhartFamilyLaw.com) or [www.ElkhartFamilyLaw.org](http://www.ElkhartFamilyLaw.org).~~

**APPENDICES Effective until January 1, 2024**

**LR20-FL00-CVFL- 5 APPENDIX A  
COMPLIANCE CHECKLIST**

STATE OF INDIANA

ELKHART CIRCUIT/SUPERIOR COURT

ELKHART COUNTY

Case No. 20 \_\_\_\_\_ - \_\_\_\_\_ DR/DC//JP \_\_\_\_\_

In Re the Marriage/Paternity of \_\_\_\_\_

COMPLIANCE CHECKLIST

\_\_\_\_\_  
Mother/Father  
and

\_\_\_\_\_  
Mother/Father

I, \_\_\_\_\_, state I have complied with the Domestic Relations Rule: Cooperative Family Practice: LR20-FL00-CVFL-5, as follows:

1. Viewed the Court Videos.  Yes  No

2. Completed worksheets at www.UpToParents.org for divorcing parents/ www.WhileweHeal.org for legally separated parents/ www.ProudToParent.org for parents that never married.  Yes  No

3. That after I completed the worksheets, I exchanged or merged them with the other parent.  Yes  No.

We submitted our worksheet commitments to the Court.  Yes  No

4. Prior to the Initial or Provisional hearing, we met in an attempt to resolve all matters.  Yes  No

5. We have submitted an Agreed Parenting Plan, or portions thereof, stating our areas of agreement and our areas of disagreement.  Yes  No

6. Before the filing of any document or before any hearing, we held a conference that covered the following:

A. Attempted to resolve all matters at issue;

B. Confirmed compliance with;

i: website work;

ii. Transparenting/Peaceful Parenting and Seasons;

iii. Parenting Plan Proposals;

C. Discussed resources that could be used to resolve current and future issues. [LR20-FL00-CVFL-5(H)]  Yes  No

7. We have attempted the following cooperative measures prior to filing [LR20-FL00-CVFL-5(H)(3)].

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. If it has more than a year since completion of the website work, we have redone the appropriate worksheets.  Yes  No

9. Before asking for a homestudy or a GAL, we have attempted the following cooperative measures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Attorney \_\_\_\_\_

Date; \_\_\_\_\_

-

**LR20-FL00-CVFL-5 APPENDIX B**  
**PARENTING PLAN PROPOSAL**

In Re The (select: Marriage/Paternity) of: \_\_\_\_\_

Case No.: \_\_\_\_\_

(Select Mother's/Father's) Parenting Plan Proposal

**Parent's Affirmation**

I hereby affirm under the penalties for perjury, that **before** preparing this proposal I have:

1. \_\_\_\_\_ carefully read the Indiana Parenting Time Guidelines, including the Preamble and General Rules and understand that they reflect the **minimum** parenting time; and,
2. \_\_\_\_\_ completed all the work assignments for parents at (select: [www.UpToParents.org](http://www.UpToParents.org) or [www.ProudToParent.org](http://www.ProudToParent.org)); and,
3. \_\_\_\_\_ enrolled in the parenting class required by the court.

Dated: \_\_\_\_\_, 20\_\_\_\_\_

(Select: Mother/Father)

**Terms of This Proposal**

The following proposal for our children's parenting plan for our children was prepared as part of the effort of both parents to devise a parenting plan to include decision making and living arrangements that will serve to nurture and protect our children as the years progress. This proposal was prepared and is submitted as required by the Elkhart County Rules of Court for cooperative family practice and is part of an effort to compromise and settle these and other issues which now exist between the parents. Unless all of the terms of the following proposal are accepted as shown by the signatures of both parents on page two (2), the following proposal and all of its terms are inadmissible as evidence for any purpose.

**Custody**

\_\_\_\_\_ "Legal custody" of children means decision making responsibility for substantial matters that affect a child's life, such as place of residence, school selection and other educational decisions, non-emergency healthcare and religious upbringing. Legal custody of our children shall be as follows:

- \_\_\_\_\_ Joint
- \_\_\_\_\_ Mother
- \_\_\_\_\_ Father

\_\_\_\_\_ "Physical custody" means where the children primarily reside. Physical custody of our children shall be as follows:

- \_\_\_\_\_ Shared
- \_\_\_\_\_ Mother
- \_\_\_\_\_ Father

**Parenting Time Schedule**

The time for our children to be with each of us shall be as provided in the Indiana Parenting Time Guidelines as adopted by Elkhart County ("Guidelines").

The following shall be (select: in addition to/excluded from) the time provided in the Guidelines:

Weekdays: \_\_\_\_\_

Weekends: \_\_\_\_\_

Holidays and Special Days: \_\_\_\_\_

Extended Parenting Time/Summer Vacation: \_\_\_\_\_

Other provisions of our parenting plan would be: \_\_\_\_\_

In the event of disagreement, we will speak to one another first to try to resolve any parenting issues and focus on the children's needs. If we are unable to resolve all the issues, then we will consider the following:

- A. Use of a parenting coordinator to work with us.
- B. Mediation.
- C. Use of other resources such as redoing website work at [www.UpToParents.org](http://www.UpToParents.org) or [www.ProudToParent.org](http://www.ProudToParent.org); additional co-parenting classes, including re-attending the basic class or attending high-conflict classes; and individual, joint, family or child counseling.

Dated: \_\_\_\_\_, 20\_\_\_\_.

(Select: Mother/Father)

(attorney's name)

Indiana Attorney No.:

(firm name)

Attorney for (select: Mother/Father)

(address)

(phone number)

(e-mail address)

### ACCEPTANCE

By our signatures, we, as parents, agree to all of the terms set forth above as our Agreed Parenting Plan and acknowledge that this document is now admissible as evidence in court.

(Select: Mother/Father)

(Select: Mother/Father)

Date: \_\_\_\_\_, 20\_\_\_\_.

Date: \_\_\_\_\_, 20\_\_\_\_.

(attorney's name)

(attorney's name)

Indiana Attorney No.:

Indiana Attorney No.:

(firm name)

(firm name)

Attorney for (select: Mother/Father)

Attorney for (select: Mother/Father)

(address)

(address)

(phone number)

(phone number)

(e-mail address)

(e-mail address)

IT IS SO ORDERED this \_\_\_\_\_.

\_\_\_\_\_, Judge

**Effective until January 1, 2024.**  
**LR20-FL00-CVFL- 5 APPENDIX C**

**SUMMONS AND NOTICE OF HEARING IN DISSOLUTION OF MARRIAGE PROCEEDING**

---

STATE OF INDIANA                                  IN THE (Title of Court)

SS:

COUNTY OF ELKHART

IN RE THE MARRIAGE OF                      Case No.

(Name of Filing Party),

(select: Wife, Husband)

and

(Name of Spouse),

(select: Wife, Husband)

**SUMMONS  
AND NOTICE OF HEARING**

THE STATE OF INDIANA TO:                  (name of spouse being served)

(address)

(e-mail address)

Your spouse has filed an action for dissolution of marriage in the Court stated above. The following documents are attached or otherwise served with this Summons:

- \_\_\_\_\_ Petition for Dissolution of Marriage
- \_\_\_\_\_ Petition for Provisional Orders
- \_\_\_\_\_ Petition for Temporary Restraining Order
- \_\_\_\_\_ Temporary Restraining Order
- \_\_\_\_\_ Chronological Case Summary
- \_\_\_\_\_ Subpoena
- \_\_\_\_\_ Preliminary Injunction
- \_\_\_\_\_ Other \_\_\_\_\_

If you and your spouse have children together under the age of eighteen (18) both parents shall complete the Transparenting class. Any children 6 years of age through 17 years of age shall complete the Seasons class. Local Court Rules in Elkhart County require that both you and your spouse complete certain specific tasks. You should immediately and carefully review those requirements at the website established by the Court at:

[www.ElkhartFamilyLaw.org](http://www.ElkhartFamilyLaw.org).

**THIS IS YOUR OFFICIAL NOTICE** that a hearing for provisional orders has been scheduled for \_\_\_\_\_, before this Court, which is located at [address of Court]. If you wish to hire an attorney to represent you in this matter, it is advisable to do so before that date. If you do not appear for that hearing, a provisional order could be entered by default which could remain in effect until this action is

concluded. If child support and/or spousal maintenance are requested, you are required to bring evidence of your weekly gross income (your pay before any deductions) and documents to verify year-to-date income (pay stub or employer statement) and your last income tax return, including all W-2s, 1099s and all accompanying schedules.

If you do not file a written appearance with the Clerk and serve a copy on your spouse or your spouse's attorney, you may not receive notice of any further proceedings in this action. **If you do not make such an appearance, a final decree could be entered by default which grants the relief sought in your spouse's petition after the expiration of sixty (60) days from the date of the filing of the petition.** You are not required to file any written answer to respond to the petition; however, certain grounds for dismissal must be asserted in a timely fashion or are waived; and, if you have a claim for relief against your spouse you may be required to assert such a claim in a written pleading which must be filed with the Clerk and served on your spouse or your spouse's attorney.

Service of this SUMMONS pursuant to Trial Rule 86: \_\_\_\_ by filer: \_\_\_\_ by Clerk (Unrepresented Represented Litigants that do not e-file.

Date:

(Name of attorney for Filing Party) [Name of Elected Clerk of the Court]  
Indiana Attorney No: (insert) CLERK, ELKHART CIRCUIT/SUPERIOR COURTS

(firm name)  
Attorney for (select: Wife, Husband)  
(address) By:

Deputy Clerk

(phone number)  
(e-mail address)

### SERVICE ACKNOWLEDGED

I hereby acknowledge that I received a copy of this Summons and copies of the designated documents at \_\_\_\_\_, Indiana, on this date, \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Select: Wife/Husband)

Effective until January 1, 2024.  
**LR20-FL00-CVFL- 5 APPENDIX C-1**  
**SUMMONS IN DISSOLUTION OF MARRIAGE PROCEEDING**

STATE OF INDIANA                    IN THE (Title of Court)  
    SS:  
COUNTY OF ELKHART

IN RE THE MARRIAGE OF                    Case No.  
(Name of Filing Party),  
                                  (select: Wife, Husband)  
                                  and  
(Name of Spouse),  
                                  (select: Wife, Husband)

**SUMMONS**

THE STATE OF INDIANA TO:            (name of spouse being served)  
    (address)  
    (e-mail address)

Your spouse has filed an action for dissolution of marriage in the Court stated above. The following documents are attached or otherwise served with this Summons:

- \_\_\_\_\_ Petition for Dissolution of Marriage
- \_\_\_\_\_ Petition for Provisional Orders
- \_\_\_\_\_ Petition for Temporary Restraining Order
- \_\_\_\_\_ Temporary Restraining Order
- \_\_\_\_\_ Chronological Case Summary
- \_\_\_\_\_ Subpoena
- \_\_\_\_\_ Preliminary Injunction
- \_\_\_\_\_ Other \_\_\_\_\_

If you and your spouse have children together under the age of eighteen (18), both parents shall complete the Transparenting class. Any children 6 years of age through 17 years of age shall complete the Seasons class. Local Court Rules in Elkhart County require that both you and your spouse complete certain specific tasks. You should immediately and carefully review those requirements at the website established by the Court at: [www.ElkhartFamilyLaw.org](http://www.ElkhartFamilyLaw.org).

If you do not file a written appearance with the Clerk and serve a copy on your spouse or your spouse's attorney, you may not receive notice of any further proceedings in this action. **If you do not make such an appearance, a final decree could be entered by default which grants the relief sought in your spouse's petition after the expiration of sixty (60) days from the date of the filing of the petition.** You are not required to file any written answer to respond to the petition; however, certain grounds for dismissal must be asserted in a timely fashion or are waived; and, if you have a claim for relief against your spouse you may be required to assert such a claim in a written pleading which must be filed with the Clerk and served on your spouse or your spouse's attorney.

Service of this SUMMONS pursuant to Trial Rule 86: \_\_\_\_ by filer: \_\_\_\_ by Clerk (Unrepresented Represented Litigants that do not e-file.

Date:

(Name of attorney for Filing Party)  
Indiana Attorney No: (insert)  
(firm name)  
Attorney for (select: Wife, Husband)  
(address)  
  
(phone number)  
(e-mail address)

[Name of Elected Clerk of the Court]  
CLERK, ELKHART CIRCUIT/SUPERIOR  
  
By:  
Deputy Clerk

**SERVICE ACKNOWLEDGED**

I hereby acknowledge that I received a copy of this Summons and copies of the designated documents at \_\_\_\_\_, Indiana, on this date, \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Select: Wife/Husband)  
**Effective until January 1, 2024**  
**LR20-FL00-CVFL- 5 APPENDIX D**





If you do not file a written appearance with the Clerk and serve a copy on the other party or the attorney whose name and address is set forth at the bottom of this page, you may not receive notice of any further proceedings in this action. You are not required to file a written response to the petition(s); however, certain grounds for dismissal must be asserted in a timely fashion or are waived. If you have a claim for relief against the person who filed the petition(s), you may be required to assert such a claim in a written pleading which must be filed with the Clerk and served upon the other party or the attorney whose name and address is set forth at the bottom of this page.

Service of this SUMMONS pursuant to Trial Rule 86: \_\_\_\_by filer: \_\_\_\_by Clerk (Unrepresented Represented Litigants that do not e-file.)

Date:

(Name of attorney for Filing Party)  
Indiana Attorney No: (insert  
(firm name)  
Attorney for (select: Mother, Father)  
(address)  
  
(phone number)  
(e-mail address)

[Name of the Elected Clerk of the Court]  
CLERK, ELKHART CIRCUIT/SUPERIOR

By:  
Deputy Clerk

**SERVICE ACKNOWLEDGED**

I hereby acknowledge that I received a copy of this Summons and copies of the designated documents at \_\_\_\_\_, Indiana, on this date, \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Select: Mother/Father)

~~LR20-FL00-CVFL-6 ADDITIONAL FAMILY LAW MATTERS~~

~~(A) FINANCIAL DISCLOSURES~~

~~1) Any party seeking an initial order of child support or spousal maintenance, or the modification of an existing order of support or maintenance, shall, at the first hearing on such request, provide the court and any other party with appropriate verification of that party's current income and childcare expenses.~~

~~2) A party seeking an order which deviates from the Child Support Schedule calculation shall set forth facts supporting the deviation. At or before any hearing on a motion for support or maintenance, the responding party shall file a verified statement showing the party's income and childcare expenses.~~

~~3) At or before any pretrial conference, both parties shall file and exchange verified financial disclosure statements. In any event a verified financial disclosure statement shall be filed by both parties at least thirty (30) days prior to submission, unless such filing is waived in writing by both parties. Such waiver shall be filed with the court at the time of submission.~~

~~4) Any party failing to comply with the provisions of subsection 3 above shall be ordered to pay a sanction of \$100.00. If this amount is not paid AND the verified financial disclosure is not tendered to the opposing party within fifteen (15) days of the pretrial conference, the noncomplying party shall forthwith pay a sanction of \$200.00. All payments due under this subsection shall be made to the Treasurer of Elkhart County for deposit into the General Fund. Hearings shall be scheduled to monitor compliance. The Court may also impose such other sanctions permitted by statute or rule as it deems appropriate.~~

~~(B) DISCOVERY LIMITATION~~

~~No party shall engage in excessive use of interrogatories, motions for production, or requests for admissions.~~

~~(C) ATTORNEY FEES~~

~~1) In the absence of contradictory evidence, a reasonable initial attorney fee shall be \$1,200.00. Allocation of this fee between the parties shall be calculated through use of the following formula:~~

~~a. Husband's gross income from line 1 or line 2 of support worksheet (if maintenance is ordered, use line 2). \$ \_\_\_\_\_~~

~~b. Wife's gross income from line 3 or line 4 of support worksheet (if maintenance is ordered use line 4). \$ \_\_\_\_\_~~

~~c. Add lines A and D. \$ \_\_\_\_\_~~

~~d. Divide line A by line C. \$ \_\_\_\_\_~~

~~e. Divide line B by line C. \$ \_\_\_\_\_~~

~~f. Multiply \$2,400.00 by line D or line E, whichever is greater. \$ \_\_\_\_\_~~

~~g. Subtract \$1,200.00 \$1200.00~~

~~h. Line F minus line G. \$ \_\_\_\_\_~~

~~The party having the greater income shall pay the amount shown on line H to the attorney for the party having, the lesser income. If the party having, the lesser income is not represented by an attorney, then no attorney fees will be ordered.~~

~~2) In the absence of contradictory evidence a reasonable attorney fee for prosecution of a family law related rule to show cause shall be a minimum of \$500.00 for one court appearance. A minimum of \$250.00 will be added for each additional court appearance on the same rule to show cause.~~

#### ~~(D) DECREE PROVISIONS~~

- ~~1) Each decree of dissolution of marriage shall contain a provision which requires compliance with the applicable Indiana statute governing relocation of the residence of unemancipated children. That provision shall also make specific reference to that statute in order to assist lay persons in reviewing and copying it.~~
- ~~2) Both parties shall attach to the decree a current Child Support Computation Worksheet.~~

#### ~~(E) TWO PARTY AUCTION~~

~~1) If the parties are unable to divide personal property and household goods by agreement, the method of division shall be by the private two party auction, which shall be conducted by the lawyers for the parties or a Magistrate in a timely manner on such terms as (s)he deems appropriate.~~

~~2) Either party may initiate a two party auction at any point in the proceedings upon application to the court. Upon application, the non possessory party may have reasonable access to the personal property in order to comply with this rule.~~

~~3) Prior to the auction, the two parties are ordered to prepare and submit one itemized list of all household goods and personal property noting items of a separate nature (e.g. premarital, extended family gifts, inheritance, disposed of or disputed items, etc.).~~

~~4) A party who intentionally fails to cooperate or participate in the inventory and auction process will be subject to sanctions.~~

~~5) At the conclusion of the auction, the Magistrate or lawyer conducting the auction shall immediately provide copies of all pages indicating the auction results to the parties, and the said results shall be promptly be filed with the appropriate court.~~

#### ~~LR20-FL00-CVDR-7 SUPPORT AND MAINTENANCE STANDARDS~~

~~(A) Except in unusual circumstances, the Courts shall follow the schedule of support payments and maintenance set forth in the Indiana Child Support Guidelines, including all explanations and formulas.~~

~~(B) Temporary maintenance shall equal 33-1/3% of the parties' combined net income (net income is defined as gross income minus deductions for any other prior court ordered child support, legal duty of support, other orders of maintenance paid, income producing expenses, and federal, state or local taxes paid). Any order for temporary maintenance shall expire ninety (90) days after the date upon which the order becomes effective. A party seeking an extension of an order for temporary maintenance shall file an appropriate petition and at a hearing shall show good cause for the extension.~~

~~(C) Maintenance paid to a party shall be deducted from the payor's income and added to the recipient's income, and determinations of child support and attorney fees obligations shall be based on those incomes as so adjusted.~~

~~(D) If both a support order and a maintenance order are entered, the parties shall recalculate support promptly after ninety (90) days so as to reflect the expiration of the maintenance order. The parties shall calculate support during both the maintenance period and thereafter, and shall file the results with the Court.~~

~~(E) — Reserved~~

~~(F) — Medical insurance. Whichever party can provide the most comprehensive policy of medical insurance for the child(ren) at the lowest cost shall provide said insurance. The amount of the insurance premiums shall then be allocated between the parties on the percentage of income basis. If the non-custodial parent pays the insurance premiums, then that parent shall receive credit against support paid each week in the amount of that parent's allocated portion of medical insurance. If the custodial parent pays the medical insurance premiums, then that parent shall receive an additional amount of support each week equal to the non-custodial parent's percentage of medical insurance premiums. Child Support Guideline 7 "Reasonable Cost" paragraph delineates the two reasons allowed to waive this requirement.~~

~~(G) — Educational expenses through grade 12. A Guidelines-based support order shall encompass all ordinary educational expenses through the high school level. If appropriate, extraordinary educational expenses for children who have not yet completed high school, including private school tuition and costs of tutoring, shall be determined as an addition to support and shall be divided between the parties in proportion to their respective weekly adjusted incomes.~~

~~(H) — Educational expenses after grade 12. Post high school educational expenses shall be determined as either an addition to, or in lieu of support. Except in unusual circumstances, an award of such expenses shall be limited to the lesser of:~~

- ~~1) — The actual annual expenditures for tuition, room board, books, transportation, fees and miscellaneous expenses for the student; or~~
- ~~2) — The annual cost of tuition, room, board, books, transportation, fees, and miscellaneous expenses which would be incurred by an Indiana resident attending the Bloomington campus of Indiana University as a resident student.~~

~~The Custodial parent and the child shall be responsible for making, timely applications for all scholarships and grants for which the child might be eligible. Other than in exceptional circumstances, gifts and trust funds intended for college, scholarships and grants shall be deducted from the educational expenses. All educational tax benefits (e.g. Hope Scholarship Credits and Lifetime Learning Credits) shall be applied by the party receiving them to the payment of educational expenses. Thereafter, the child shall be responsible for twenty-five percent (25%) of the remaining expenses, and the balance shall be divided between the parties in proportions to their respective weekly adjusted income. Except in unusual circumstances, the amount of support determined under the Guidelines shall be wholly abated when the child is not in residence. The child shall execute any and all documents, and perform any and all other acts, reasonably necessary to afford both parents access to all available information regarding, grades, attendance, financial awards, grants and scholarships, and school disciplinary matters.~~

~~(I) — Income Tax Benefits. The parties shall allocate income tax benefits for a minor child equitably, but in such a manner as to maximize tax benefits. A non-custodial party shall claim such tax benefits only if that party shall have paid ninety-five percent (95%) [I.C. § 31-16-6-1.5 (d)] due through the end of the affected calendar year by January 31 of the following year. Both parties shall execute any forms necessary to carry out the requirements of this paragraph. A party's refusal to sign such forms may be punishable by contempt or by imposition of other sanctions, including modification of the current support obligation to recapture any tax benefit lost by the non-custodial parent.~~

~~(J) — All petitions to abate or modify child support orders which are filed by child support payors shall include a statement of the amount of the arrearage, if any, owed by petitioner in child support, and in the payment of the Clerk's annual fee for the collection and distribution of child support.~~

~~(K) — So long as one or more the parties' children remain unemancipated or the beneficiary of an order for contribution to educational needs, the parties shall, upon request by either of them, exchange verification of~~

income in the form of his or her most recent federal income tax return. Such income tax return shall be complete and include all attachments thereto. Such exchange shall be required no more often than once annually. Such exchange shall be concluded within two weeks of the making of such request. In the event that either party had not filed a federal income tax return for the tax year last concluded, that party shall provide the other with that federal income tax return described above, together with written verification of current income. Such verification may include a paycheck stub disclosing a year-to-date income or a current profit and loss statement reflecting self-employment or partnership income. It is the purpose of this rule to foster the exchange of accurate and complete income information in order to avoid needless litigation. This rule shall be liberally construed in order to achieve those ends.

~~(L)~~ — For purposes of this rule, healthcare expenses shall accumulate on a calendar year basis. The six percent (.06) deductible contemplated by the Rule shall be prorated for the balance of the calendar year in which the first support order in this case is entered, or in which the subject dissolution is granted, whichever is applicable. This proration shall be calculated by multiplying the total child support due from both parents by six percent (.06), dividing the product by three hundred sixty five (365), and multiplying the result by the number of days remaining in the year in question. As a general rule, in the event of a modification of an existing child support order, any resulting change in the six percent (.06) deductible shall become effective at the beginning of the next succeeding calendar year. The trial court may deviate from this general rule in order to avoid manifest injustice.

~~(M)~~ — In all actions in which a child support order remains in effect, either party shall, upon demand, provide the other party with a copy of his or her most recent federal income tax return, together with all schedules and other attachments. The party supplying the aforementioned income tax return may redact any portions thereof which relate solely to the computation of the income of any other person. Nothing in this rule shall require any person to provide more than one such copy during each calendar year; however, nothing in this rule shall infringe upon the right of any person to engage in appropriate discovery pursuant to the Indiana Rules of Trial Procedure.

## ~~LR20-TR16-NAHT-8 — HEARINGS/TRIALS~~

### ~~(A) — INITIAL HEARINGS~~

~~All judges and magistrates of Elkhart County, Indiana, Courts of general jurisdiction, including regular judges and magistrates, senior judges and judges *pro tempore*, shall be authorized to conduct initial hearings and other preliminary hearings held in connection with civil and criminal cases filed in all Elkhart County, Indiana, Courts of general jurisdiction.~~

### ~~(B) — STATUS CONFERENCES~~

- ~~1) — At any time after the issues are finally closed on the merits of any civil case, any party may request, or the court on its motion may set, a status conference to set deadlines, facilitate discovery, and discuss settlement and alternative dispute resolution of the case.~~
- ~~2) — At the status conference, all counsel shall be prepared to state:
  - ~~a. — Whether all parties have been correctly designated and properly served;~~
  - ~~b. — Whether a third-party complaint or impleading petition is contemplated;~~
  - ~~c. — The time reasonably required for completion of discovery;~~~~

- d. ~~Whether a jury trial has been timely demanded and if so, whether the parties would contemplate waiver of trial by jury;~~
  - e. ~~Whether there are any pending motions and whether dispositive motions are contemplated;~~
  - f. ~~Whether a separation of claims, defenses, or issues would be desirable and if so, whether discovery should be limited to the claims, defenses, or issues being tried first;~~
  - g. ~~The prospects of disposing of the case through settlement, mediation, or other methods of alternative dispute resolution.~~
- 3) ~~At the conclusion of the status conference, the court may establish deadlines for disclosure of witnesses and exhibits to be offered at trial, discovery, amendments to the pleadings, dispositive motions, alternate dispute resolution measures, and any other matters to come before the court. The court may thereupon schedule a pretrial conference or a further status conference.~~
- 4) ~~Deadlines established at the status conference shall not be extended, except by agreement of the parties and the Court, or for good cause shown.~~

### ~~(C) PRETRIAL CONFERENCES~~

- 1) ~~Unless waived by the Court, a pretrial conference shall be held in every civil case. No case shall be set for trial before the pre-trial order is filed.~~
- 2) ~~All discovery shall be completed at least five (5) days prior to the pretrial conference, except an examination of the physical or mental condition of a party pursuant to TR 35, which may be ordered at any time prior to trial. Prior to the discovery cutoff date the Court may extend the time for completing discovery upon the filing of a written motion showing good cause for the extension of time.~~
- 3) ~~The attorney for each party and each unrepresented party shall have an independent duty to arrange the conference of the attorneys required by TR 16. Unless the attorneys agree otherwise, the conference shall be held in the office of the attorney located closest to the Court in which the case is pending. At this conference, every party shall provide each other party an opportunity to inspect and copy all exhibits. Any plaintiff's proposed exhibits shall be numbered, and any defendant's, proposed exhibits shall be lettered. The attorneys shall explore fully the possibility of settlement and of any further alternative dispute resolution techniques. The attorneys shall also discuss the length of time probably required for trial of the case and, in any case for which a jury has been requested, the possibility of waiving the jury and trying the case to the Court alone.~~
- 4) ~~Following the conference of attorneys, and at least five (5) days before the pre-trial conference, the plaintiff shall file a proposed pre-trial order, signed by counsel for all parties. The proposed order shall cover the following points:~~
- a. ~~The nature of the action;~~
  - b. ~~The basis of jurisdiction of the Court;~~
  - c. ~~Questions raised by pending motions;~~
  - d. ~~Proposed amendments to pleadings;~~
  - e. ~~A concise statement of the contentions of each party;~~
  - f. ~~A concise statement of undisputed facts;~~
  - g. ~~A concise statement of disputed issues of fact;~~
  - h. ~~A concise statement of uncontested issues of law;~~
  - i. ~~A concise statement of contested issues of law;~~
  - j. ~~A numbered list of the names and addresses of each party's witnesses', with expert witnesses designated as such;~~

- k. ~~— A numbered or lettered list of trial proposed exhibits of each party, as appropriate;~~
- l. ~~— A concise statement of any disagreement regarding rules of law relating to anticipated jury instructions;~~
- m. ~~— Appropriateness of ADR processes; and~~
- n. ~~— A certification by each attorney or unrepresented party of compliance with the provisions of TR 16.~~

- 5) ~~— A pretrial order, once signed by the Court, shall govern the course of the trial. The pretrial order shall not be amended except by consent of the parties and the Court or by further order of the Court to prevent manifest injustice. All pleadings shall be deemed merged into the pretrial order.~~
- 6) ~~— If the parties fail to timely file any material required to be filed prior to the pretrial conference, the Court may postpone the pretrial conference and take further action as appropriate.~~

~~(D) TRIAL SETTING~~

- 1) ~~— Except for good cause shown, the parties and counsel involved in any civil jury trial set as a backup trial shall be prepared to begin the trial when scheduled.~~
- 2) ~~— All attorneys and unrepresented parties shall be responsible for discovering the sequence of cases and shall be prepared to try their cases on the date scheduled.~~
- 3) ~~— Whenever a Court sets a criminal case for trial and the defendant is not then present, the defendant within twenty-one (21) days thereafter shall file a signed written acknowledgment of the trial date or shall in open court orally acknowledge the trial date.~~
- 4) ~~— No dispositive motions, including but not limited to motions for summary judgment, shall be filed in any action within one hundred twenty (120) days of a scheduled trial of that action without leave of court. Leave of court may be granted or denied with or without hearing, at the option of the court.~~

~~LR20-TR00-NATP-9 TRIAL PROCEDURES~~

- (A) ~~— Ten (10) days before the commencement of the trial of any criminal case or a civil case which is a first or second setting:
 
  - 1) ~~— Each attorney shall provide opposing counsel an opportunity to inspect and copy all exhibits which that party intends to introduce into evidence during the trial. All documents stipulated to be admissible shall be prepared so that the court and each juror shall have a packet of stipulated exhibits at the beginning of the trial; and~~
  - 2) ~~— Each party shall provide the court and each opposing counsel a final written list of names and addresses of that party's witnesses, as well as, a written list of exhibits. If without just cause the exhibits and lists are not exchanged, stipulated to, or provided, then the exhibits or witnesses shall not be allowed to be used during the trial.~~~~

~~(B) — Voir dire examinations shall be conducted first by the Court. The Court may also grant each party a limited amount of time for additional examination of prospective jurors. The sole purpose of voir dire examination shall be to determine qualifications of prospective jurors.~~



~~(C) — All challenges to prospective jurors seated in the jury box shall be exercised in writing after the first round of questioning of those prospective jurors. If more than one party peremptorily challenges the same juror, the challenge shall be counted against each party so challenging. At the end of each succeeding round, peremptory challenges may be exercised against only those persons seated after the previous round. Parties may interrogate previously accepted prospective jurors only as to new matters and may thereafter challenge for cause a previously accepted prospective juror.~~

~~(D) — When an objection is made to a question posed to a witness during any jury trial, the person asking the question shall not state within the hearing of the jury the expected response of the witness.~~

~~(E) — Only one person shall examine or cross-examine a witness, except by permission of the Court.~~

~~(F) — A court shall not enforce any admissions, agreements, or stipulations unless they are reduced to writing and either filed with the Court or made a part of the record in open court.~~

## ~~LR20-TR51-NAJI-10 — JURY INSTRUCTIONS~~

~~(A) — A court may require a party to submit any proposed instructions on paper or electronic format~~

~~(B) — In any civil case each party shall tender to the court all proposed preliminary and final instructions at least fourteen (14) days prior to the trial date.~~

~~(C) — In any criminal case each party shall tender to the court all proposed preliminary and final instructions at least three (3) days prior to the trial date.~~

~~(D) — The Court may in its discretion permit the parties to submit additional proposed final instructions after the close of the evidence.~~

~~(E) — Any proposed instruction shall contain a citation of legal authority for the proposed instruction. Indiana Pattern Jury Instructions shall be used wherever applicable. Failure to comply with this rule shall be deemed a waiver by a party of the right to tender instructions.~~

~~(F) — A party submitting proposed instructions on paper or in electronic format shall submit the proposal in two formats: One (1) copy of each proposed instruction shall identify the party tendering the instruction and shall contain citations of authority. The other copy of the instruction shall be prepared so as not to identify either the party proposing the instruction or the citation of authority.~~

~~(G) — A party proposing any instruction shall deliver a copy of such instruction to any other party.~~

## ~~LR20-TR00-NACE-11 — CUSTODY/DISPOSITION OF EXHIBITS~~

~~(A) — Any material marked as an exhibit, whether or not admitted into evidence, shall be held in the custody of the Court Reporter, unless otherwise ordered by the Court.~~

~~(B) — All material placed in the custody of the Court Reporter shall be removed by the offering party, except as otherwise ordered by the Court, within four (4) months after the final disposition of the case. At the time of removal, the party shall give a detailed receipt to the Court Reporter which shall be filed in the record of the case. If a party fails to comply with this rule, the Court may order the destruction or other disposition of the material.~~

## ~~LR20-TR00-CVSB-12 SURETY ON BONDS~~

~~(A) — No attorney, employee or other officer of the Court shall be accepted as surety on bonds in criminal, civil or probate matters.~~

~~(B) — The Court will require a bond in an amount sufficient to cover all liquid assets of all estates, trusts and guardianships. If any non-liquid assets (such as real estate) become liquid, the bond shall immediately be increased in an amount to cover the additional liquid asset. The bond shall also be in an amount to protect two (2) times the annual income. The bond may be waived in an estate only if a sole heir is also the personal representative and as heir files a waiver of bond or if all adult competent heirs file a waiver of bond, and in a guardianship if the minor's account cannot be withdrawn except by Court order. When two (2) or more persons are appointed personal representative or co-guardians, they may file a joint surety.~~

### ~~(C) — ORDER ON APPEARANCE OF CRIMINAL DEFENDANTS AND THE SETTING OF BAIL IN CRIMINAL CASES~~

#### ~~1. No Bail Requirement~~

~~If a Court has not established bail in a particular case, no bail shall be set for the following offenses until such time as the person arrested has been brought before a neutral and detached Judge or Magistrate within the County of Elkhart, State of Indiana:~~

~~all offenses if the offender is on probation  
all felonies~~

~~1.c. all misdemeanors involving possession or delivery of a firearm as proscribed by  
I.C. § 35-47 et seq.~~

~~1.d. all misdemeanors involving domestic battery as proscribed by  
I.C. §35-42-2-1.3~~

~~1.e. all misdemeanors involving invasion of privacy as proscribed by  
I.C. §35-46-1-15.1~~

~~1.f. all misdemeanors involving operating while intoxicated proscribed by  
I.C. §9-30-5 et seq.~~

#### ~~1.5 Fifteen (15) Day Hold~~

~~An offender who is subject of a fifteen (15) day hold that was issued by a judge or magistrate shall be brought before a judge or magistrate for hearing within fifteen (15) days of the order as required by I.C. § 35-33-8-6. If a judge or magistrate enters no order setting bail at the hearing or any time prior to the expiration of the fifteen (15) day hold, the court shall also indicate in the bail order that the fifteen (15) day hold terminates.~~

#### ~~2. Bail~~

~~Bail for all criminal offenses shall be set by a judicial officer at the hearing to determine probable cause. The judicial officer determining bail shall consider factors relating to public safety and risk of flight as reflected in I.C. § 35-33-8-4. When setting bond a court may consider conditions of bail under I. C. § 35-33-8 et seq. Bond requirements for all Trial De Novo requests following convictions from a City Court will be determined by LR20-CR00-CRBS-13(E).~~

~~3. Consideration of Local Rule 13 for fixing amount of bail~~

~~In fixing the amount of bail in a give case, that judicial officer may consider the Elkhart County Criminal Bail/Bond schedule, as embodied in LR20-CR00-CRBS Rule 13. Notwithstanding the foregoing, it is emphasized that such schedule is advisory in nature, and shall not be construed as limiting the authority of any judicial officer to fix bond in any amount which he or she deems to be appropriate in any given cause.~~

~~4. Surety requirement~~

~~On all cases involving the posting of bail through a surety, a person shall not be released on bail until the bail bond agent certifies that he or she has verified that the information provided to the bail bond agent regarding identification and address of the person is accurate and reliable. On all misdemeanor and Level 6 Felony cases, a 10% cash bond shall be allowable, unless otherwise ordered by the Court.~~

~~5. Notice regarding Initial Hearing~~

~~A person who has posted bail prior to his or her appearance in court for an Initial Hearing shall be informed of his or her Initial Hearing date, time and location, and that failure to appear as directed will result in a revocation of bail and the issuance of an arrest warrant for failure to appear.~~

~~6. Alcohol related charges~~

~~No bail shall be allowed for persons arrested on alcohol related charges if release of said person is otherwise prohibited by law (See I.C. §35-33-1-6)~~

~~7. Duty of recording bail information~~

~~All original documentation regarding the posting of bail shall be submitted to the Court where the particular offense is filed and the Clerk of the Court shall be responsible for entering the information on the Chronological Case Summary (CCS).~~

~~If criminal charges have not been filed, the original documentation regarding the posting of bail shall be submitted to the Court that docket the finding of probable cause for the arrest and shall also be entered by the Clerk of the Court in the CCS.~~

~~LR20-CR00-CRBS-13 CRIMINAL BAIL/BOND SCHEDULE~~

~~(A) Unless otherwise ordered by a court, bail on felony charges shall be is as follows:~~

	<del>FELONY CASES</del>	<del>LEVEL</del>
<del>A</del>	<del>\$150,000.00</del>	<del>LEVEL 1 FELONY \$150,000.00</del>
<del>B</del>	<del>\$ 75,000.00</del>	<del>LEVEL 2 FELONY \$100,000.00</del>
<del>C</del>	<del>\$ 5,000.00(SUSPENDIBLE)</del> <del>\$ 10,000.00(NONSUSPENDIBLE)</del>	<del>LEVEL 3 FELONY \$ 75,000.00</del>

<b>D</b>	<del><b>\$ 3,000.00(SUSPENDIBLE)</b></del> <del><b>\$ 5,000.00(NONSUSPENDIBLE)</b></del>	<del><b>LEVEL 4 FELONY \$ 10,000.00</b></del>
<del><b>X</b></del> <del><b>X</b></del>	<del><b>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</b></del> <del><b>X</b></del>	<del><b>LEVEL 5 FELONY \$ 5,000.00</b></del>
<del><b>X</b></del> <del><b>X</b></del>	<del><b>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</b></del> <del><b>X</b></del>	<del><b>LEVEL 6 FELONY \$ 3,000.00</b></del>

~~(B) Reserved~~

~~(C) This Bail/Bond Schedule is advisory. It shall be within the discretion of any court to set a bond which is higher or lower than that recommended by the schedule in any given case. Any bail setting shall be reviewable at the instance of any party.~~

~~(D) Reserved~~

~~(E) Trial De Novo Bond Schedule following Criminal Conviction in City Court~~

~~A defendant filing a request for Trial De Novo following judgment of conviction from a City Court entered in Elkhart County shall be required to:~~

- ~~1) initially deposit a \$500.00 cash bond, or~~
- ~~2) file an Affidavit of Indigence in compliance with Indiana Trial De Novo Rules with the clerk of the Circuit Court. All cash bonds shall be presented to the Clerk of the Court within twenty-four (24) hours of an electronic filed Request for Trial De Novo being accepted by the Clerk. An Affidavit of Indigence must be filed together with the Request for Trial De Novo.~~

~~**LR20-CR00-CRDD-14 CRIMINAL DISCOVERY DISCLOSURE**~~

~~(A) Unless circumstances exist that justify an in camera review, in any criminal case, each party shall routinely provide copies of the following:~~

- ~~1) The names, dates of birth and last known addresses of all persons whom that party may call as witnesses, together with any written or recorded statements the person may have made, any memoranda containing substantially verbatim reports of any oral statements the person may have made, or, if neither exist, a summary of the anticipated testimony of each potential witness;~~
- ~~2) Copies of statements of any co-defendant;~~
- ~~3) Copies of reports of experts made in connection with the case, including results of physical or mental examinations, scientific tests, experiments, or comparisons;~~
- ~~4) Any books, papers, documents, photographs, videotapes, audio recordings, or tangible objects which the party may introduce at hearing or trial; and~~
- ~~5) A record of prior criminal convictions of any witnesses called by that party.~~

~~(B) In addition to the matters described in Section A of this Rule, the State shall disclose:~~

- 1) — Copies of any written or recorded statements made by the defendant, summaries of any oral statements made by the defendant, and a list of witnesses to the making and acknowledgment of such statements; and
- 2) — Any other evidence which tends to negate the guilt of the defendant as to the offense charged or to mitigate the punishment of the defendant upon conviction.
- 3) — In addition to the matters described in Section A of this Rule, the defendant shall disclose any defense, procedural or substantive, which the defendant intends to assert at hearing or trial.
- 4) — A party seeking discovery shall prepare any discovery document so that answers may be made on the original discovery document. Discovery requests and responses shall not be filed with the Court or Clerk unless a dispute arises regarding said discovery.
- 5) — Providing discoverable material shall be a continuing Obligation of all parties and each party shall promptly provide any new material for which disclosure is required under this rule.
- 6) — A court may make more specific orders for additional discovery after a hearing on any appropriate motion filed by either party.
- 7) — A court may exclude from evidence any materials not properly disclosed to the other party and may impose further sanctions for any party's unjustified failure to comply with this rule.

## ~~LR20-AR15-NACR-15-COURT REPORTERS~~

Court reporter services in the Elkhart County Courts shall be governed by following local rule.

**SECTION ONE: DEFINITIONS** The following definitions shall apply under this local rule:

**(A)** — A Court Reporter is a person who is specifically designated by a court to perform the official court reporting services for the Court, including preparing a transcript of record.

**(B)** — Equipment means all physical items owned by the court or other governmental entity and used by a court reporter in performing court reporting services. Equipment shall include, but not be limited to, telephones, computer hardware, software programs, disks, tapes, and any other device used for recording and storing, and transcribing electronic data.

**(C)** — Work space means that portion of the court's facilities dedicated to each court reporter, including but not limited to actual space in the courtroom and any designated office space.

**(D)** — Page means the page unit of transcript which results when a recording is transcribed in the form required by Indiana Rule of Appellate Procedure 7.2.

**(E)** — Recording means the electronic, mechanical, stenographic or other recording made as required by Indiana Rule of Trial Procedure 74.

**(F)** — Regular hours worked means those hours which the court is regularly scheduled to work during any given work week. Depending on the particular court, these hours may vary from court to court within the county but remain the same for each work week.

**(G)** — Gap hours worked means those hours worked that are in excess of the regular hours worked but hours not in excess for forty (40) hours per work week.

~~(H) — Overtime hours worked means those hours worked in excess of forty (40) hours per work week.~~

~~(I) — Work week means a seven (7) consecutive day week that consistently begins and ends on the same days throughout the year, i.e. Sunday through Saturday, Wednesday through Tuesday, Friday through Thursday.~~

~~(J) — Court means the particular court for which the court reporter performs services.~~

~~(K) — County indigent transcript means a transcript that is paid for from county funds and is for the use on behalf of a litigant who has been declared indigent by a court.~~

~~(L) — State indigent transcript means a transcript that is paid for from state funds and is for the use on behalf of a litigant who has been declared indigent by a court.~~

~~(M) — Private transcript means a transcript, including but not limited to a deposition transcript, that is paid for by a private party.~~

~~(N) — Expedited or rush transcript is one which is requested for delivery within three (3) days, excluding weekends and holidays.~~

~~(O) — Copy Rate means the subsequent order of an existing transcript excluding transcripts in appellate form.~~

## **~~SECTION TWO: SALARIES AND PER PAGE FEES~~**

~~(A) Court reporters shall be paid an annual salary for the time spent working under the control, direction and direct supervision of their supervising court during any regular work hours, gap hours or overtime hours. The supervising court shall enter into a written agreement with the court reporters which outlines the manner in which the court reporter is to be compensated for gap and overtime hours; i.e. monetary compensation or compensatory time off regular work hours.~~

~~(B) The maximum per page fee a court reporter may charge for the preparation of a county or state indigent transcript shall be \$4.00; the court reporter shall submit a claim directly to the county for the preparation of any county indigent transcripts. However, whenever possible, county indigent transcripts shall be prepared during regular work hours. When prepared during regular work hours, a per page fee shall not be assessed.~~

~~(C) The maximum per page fee a court reporter may charge for the preparation of a state indigent transcript shall be \$4.00.~~

~~(D) The maximum per page fee a court reporter may charge for the preparation of a private transcript shall be \$4.00.~~

~~(E) The maximum per page fee a court reporter may charge for an expedited or rush transcript shall be \$6.00.~~

~~(F) The maximum per page copy rate a court reporter may charge is \$2.00 per page.~~

~~(G) Each court reporter shall report, at least on an annual basis, all transcript fees for the preparation of either county indigent, state indigent or private transcripts to the Indiana Supreme Court Office of Court Administration. The reporting shall be made on forms prescribed by the Office of Court Administration.~~

~~(H) Once an original or a copy of a transcript or other recording has been purchased by an individual or party, that person has the right to reproduce the transcript as needed to comply with the Indiana Rules of Trial~~

Procedure, Indiana Rules of Evidence or Elkhart County Local Rules without further financial obligation to the court reporter

### **SECTION THREE: ~~PRIVATE PRACTICE~~**

~~(A) — If a court reporter elects to engage in private practice through the recording of a deposition and/or preparing of a deposition transcript, and the court reporter desires to utilize the court's equipment, work space and supplies, and the court agrees to the use of the court equipment for such purpose, the court and the court reporter shall enter into a written agreement which must, at a minimum, designate the following:~~

- ~~1) — The reasonable market rate for the use of equipment, work space and supplies;~~
- ~~2) — The method by which records are to be kept for the use of equipment, work space and supplies; and~~
- ~~3) — The method by which the court reporter is to reimburse the court for the use of the equipment, workspace and supplies~~

~~(B) — If a court reporter elects to engage in a private practice through the recording of a deposition and/or preparing of a deposition transcript, all such private practice work shall be conducted outside of regular working hours.~~

### **~~LR20-TR00-NAGC-16 GUARDIAN AD LITEM/CASA~~**

#### **~~(1) — APPOINTMENT OF GUARDIAN AD LITEM~~**

~~The Courts of Elkhart County reserve the right to appoint a guardian ad litem to represent the interests of minors and incapacitated persons. — An order for appointment of a guardian ad litem may be entered by agreement of the parties and the court or by petition and approval by the court. — Guardian ad litem fees shall be ordered paid by the parties in accordance with the percentages of their incomes, unless otherwise agreed to by the parties or the parties are determined to be indigent, in which case the court shall pay the fees at the rate set forth by Elkhart County. — Within ten (10) days of the appointment of the guardian ad litem, the parties and/or counsel shall file a guardian ad litem information sheet form and shall serve a copy upon the guardian ad litem. The guardian ad litem shall file a written report with the court and serve copies upon the parties and/or counsel as ordered by the court. — The guardian ad litem's appointment shall be considered terminated upon completion of the work required by the court's initial order or upon entry of an order deciding the matters at issue. — The appointment may be renewed at a later date by further order of the court.~~

~~Henceforth the customary fee for home studies conducted by an employee of the Elkhart County Probation Department shall be Five Hundred Dollars (\$500.00). — Absent a court order to the contrary, that fee will be divided equally between the parties to the action in which the home study is ordered. — The courts of Elkhart County, Indiana, both individually and collectively, reserve the right to enter Orders modifying the fee charged for the preparation of a home study in a given case, and modifying the division of responsibility for payment of that fee between the parties.~~

#### **~~(2) — JUVENILE COURT GUARDIAN AD LITEM/CASA~~**

~~The Court shall appoint a Guardian Ad Litem and/or Court appointed Special Advocate (CASA) to each child involved in the Juvenile Court alleged to be a Child in Need of Services (CHINS) and in each Petition for Termination of Parental Rights. The following procedure shall be followed with respect to such appoints:~~

- 1) ~~The CASA shall file a Form of Order with the Court appointing a CASA in each CHINS case. The Form of Order shall indicate the name of the assigned CASA.~~
- 2) ~~The Court shall issue an Order appointing a CASA with the filing of all Termination Petitions. The CASA appointed in the corresponding CHINS action shall be appointed in the Termination cause to provide for continuity in the representation of each child.~~

~~**LR20-AR00-NAMC-17MAGISTRATE AND IV-D COMMISSIONER**~~ ———  
**GUIDELINES**

~~(A) **MAGISTRATE GUIDELINES** The Courts of Elkhart County adopt the following guidelines regarding use of Magistrates:~~

- 1) ~~Any Court may, with or without the consent of the parties, assign to a Magistrate the responsibility to hear specific currently disputed matters.~~
- 2) ~~The Magistrate shall, with reasonable promptness, hear such matters and shall issue to such Court either a report of findings, which may be accompanied by a recommendation for disposition of those matters, or a final order, whichever is appropriate under controlling law. Complaints regarding the timeliness of any disposition shall be made to the referring Court.~~
- 3) ~~All filings related to any matter referred to a Magistrate shall be made to the Clerk of the Court or Court Staff and forwarded to the Magistrate.~~
- 4) ~~No change of venue from a Magistrate shall be granted. A change of venue from the referring Court may be sought under applicable trial Rules.~~
- 5) ~~A Magistrate shall maintain an office which shall be open at all reasonable times during the Elkhart County hours of operation. A Magistrate shall maintain a telephone answering system during any workday periods when the office is not manned.~~
- 6) ~~Referral of a matter to a Magistrate shall not operate as an appointment of a special judge, temporary judge or a judge pro tempore.~~

**(B) IV-D COMMISSIONER GUIDELINES: Effective until January 1, 2024**

The IV-D Child Support Court (hereinafter IV-D Court) is established by Elkhart County pursuant to Title IV, Section D, of the Federal Social Security Act for the purpose of providing for paternity establishment, establishment of child support orders, enforcement of child support orders and collection of past due support for Title IV-D Program participants.

- 1) In all cases in which the Title IV-D Child Support Division of the Elkhart County Prosecutor's Office (hereinafter IV-D Office) has intervened, all child support issues shall be deemed automatically referred to the IV-D Court;
- 2) Except that felony non-support cases shall remain in Elkhart Superior Court 6 unless Elkhart Superior Court 6 chooses to refer a felony non-support case to the IV-D Court.
- 3) In a case in which child support issues are deemed automatically referred to the IV-D Court, the underlying cause shall remain in the court in which it was originally filed, unless properly transferred to another court.
- 4) All new causes filed by the IV-D Office after January 1, 2005 shall be filed in Elkhart Superior Court 6 and the Judge of Elkhart Superior Court 6 shall supervise the administration of the IV-D Court.
- 5) All cases currently assigned a case number will retain the original case number; the IV-D staff will file all pleadings in the Court of origin. All pleadings must include the parties' address, electronic mail addresses pursuant to Trial Rule 72 (D), dates of birth and social security



numbers, when preparing and filing orders, the IV-D Office shall tender forms of order as directed by the court.

- 6) The IV-D Office is exempt from filing fees.
- 7) No cell phones or smart phones are permitted in the Title IV-D courtroom except for attorneys, court staff, law enforcement officers or persons explicitly authorized by the court.
- 8) No children are permitted in the courtroom except if the minor child is a party and is present for DNA testing.

## ~~LR20-JV00-NAJV-18-CIRCUIT COURT JUVENILE DIVISION~~

### ~~(A) JUVENILE COURT DETENTION AND PROTECTIVE CUSTODY HEARINGS~~

- ~~1) Detention Hearing: Minor allowed to cross-examine and confront witnesses, to be represented by counsel and presentation of relevant evidence.~~
- ~~2) Protective Custody Hearing: Minor, parent, guardian or custodian allowed to cross-examine and confront witnesses, to be represented by counsel and presentation of relevant evidence.~~

### ~~(B) JUVENILE COURT INITIAL HEARINGS-DELINQUENCY/CHINS~~

- ~~1) Initial hearings shall be held pursuant to law.~~
- ~~2) Upon denial of petition, the Court will set the matter for fact finding hearing.~~

### ~~(C) JUVENILE COURT DISPOSITIONAL, MODIFICATION OF DISPOSITION, PROGRESS REPORTS, PLACEMENT REVIEW HEARINGS-DELINQUENCY/CHINS~~

- ~~1) Parties shall inform the Court within seven (7) days or such time as the Court determines. If the party intends to call witnesses other than Probation or the Indiana Department of Child Services staff at such hearings; and said party shall inform the opposing counsel and the guardian ad litem or non-represented party within the same time limits.~~
- ~~2) The Court may reschedule such hearings if sufficient time is not available at the scheduled time.~~

### ~~(D) JUVENILE COURT WAIVER OF JURISDICTION, VIOLATION OF PROBATION, DELINQUENCY AND TERMINATION OF PARENTAL RIGHTS-WELFARE~~

- ~~1) Initial hearings shall be held on such petitions.~~
- ~~2) Upon denial of same, the Court shall set the matter for fact finding.~~

### ~~(E) JUVENILE COURT REPORTS, ASSESSMENTS AND EVALUATIONS~~

- ~~1) All Indiana Department of Child Services, Probation and CASA reports, court ordered assessments and evaluations shall be filed with the Court not later than 4:00 p.m. on the Friday before the scheduled hearing.~~
- ~~2) All such reports shall be served on opposing parties and CASA, if relevant, as soon as such are available, the latest being by 4:00 p.m. on the Friday before the scheduled hearing.~~

### ~~(F) JUVENILE COURT SCHEDULING~~

- 1) ~~All scheduling shall be done by Court staff. Specific dates for hearing may be requested. Efforts to accommodate such requests shall be made contingent upon availability.~~
- 2) ~~The Court shall set fact finding hearings or evidentiary hearings in first and second settings. If a matter is set for hearing and is resolved before the evidentiary hearing, then the parties shall notify the Court and all witnesses, probation officers or caseworkers that the matter has been resolved. Any second setting shall be prepared to proceed to evidentiary hearing with notice of seven (7) days prior to the scheduled setting. All parties shall be responsible for determining the order of cases and shall be prepared to try their cases on the dates scheduled.~~

~~(G) JUVENILE COURT ADDITIONAL PROCEDURES, FACT FINDING OR OTHER EVIDENTIARY HEARINGS~~

- 1) ~~A writ of attachment for an absent witness shall not be issued unless the party calling said witness files an affidavit showing:
  - ~~(a) The materiality of the testimony of the witness;~~
  - ~~(b) The expected testimony of the witness; and~~
  - ~~(c) Certification that the absent witness was served with process more than three (3) days earlier or that for good and sufficient cause the witness was served with process less than three (3) days earlier.~~~~
- 2) ~~Only one attorney for each party shall examine or cross-examine a witness, except by permission of the Court.~~

- 3) ~~No person shall withdraw any original pleading, paper, record, model, exhibit or other document from the custody of the Clerk or other officer of the Court having custody thereof, except upon order of the Court and upon leaving a proper receipt with the Clerk or other officer.~~
- 4) ~~Counsel for a party shall be responsible for preparing and filing summons, citations, notices or other documents for which forms may be obtained from the Clerk of the Court. These forms shall include any names, addresses and other descriptive information, such as place of employment, necessary to effect service of said document.~~
- 5) ~~CASA's, foster parents, school personnel, Lifeline staff, institutional placement staff and any others the Court may determine will be invited by the Court to give reports and testimony as to a minor at dispositional, progress report, placement review or other hearing where such testimony is admissible under the law.~~

**~~(H) EXPUNGEMENT OF JUVENILE RECORDS~~**

- 1) ~~In order to insure that the information necessary for the consideration of an expungement is available to all parties, petitions to expunge may only be filed using State forms; specifically:~~
  - ~~(a) A verified Petition for Expungement of Juvenile Delinquency Records may only be filed using State form D-16.04; and~~
  - ~~(b) A verified Petition for Expungement of Juvenile Child in Need of Services Records may only be filed using State form C-14.06.~~
- 2) ~~Petitions for Expungement, must be served on the prosecuting attorney when the expungement of delinquency records is sought, and served on the Indiana Department of Child Services (DCS) when the expungement of a CHINS record is sought.~~
- 3) ~~Unrepresented litigants seeking expungement shall complete the form provided by the Juvenile Court Clerk and serve the petition of the Prosecuting Attorney or the DCS; mailboxes in the Juvenile Clerk's Office may be used for the aforementioned service.~~

**~~(I) JUVENILE COURT RULES OF COURTS OF GENERAL JURISDICTION~~**

~~The Rules of Court promulgated by the Courts of General Jurisdiction are applicable to Juvenile Court unless negated by statute or Juvenile Court Rule.~~

**~~LR20 AR1E 19 CASELOAD ALLOCATION PLAN~~**

**Days served per week in each court per 2014 4th  
quarter QCSR**

Judicial Officer	Circuit	Sup-1	Sup-2	Sup-3	Sup-4	Sup-5	Sup-6	total Days per Jud Officer
Deborah Domine	5.00	-	-	-	-	-	-	5.00
Thomas Murte	-	1.10	0.50	0.40	1.00	1.25	0.75	5.00
Rita Parsons	-	0.50	-	-	-	-	2.50	3.00
Dean Burton	-	1.00	0.50	-	-	0.88	2.62	5.00
Total days reported by court for all additional judicial officers	5.00	2.60	1.00	0.40	1.00	2.13	5.87	
Have calculated for WCL	2.00	1.52	1.20	1.08	1.20	1.43	2.17	10.60
Need for each court	2.42	2.20	1.67	1.16	1.51	1.84	3.07	13.87
<b>New Utilization totals</b>	<b>1.21</b>	<b>1.45</b>	<b>1.39</b>	<b>1.07</b>	<b>1.26</b>	<b>1.29</b>	<b>1.41</b>	<b>1.30</b>


**~~LR-20 AR0020 ELECTRONIC ENDORSEMENT OF MENTAL HEALTH  
COMMITMENTS~~**

~~1.) All applications for Emergency Detention must comply with I.C. 12-26-5-1 et. seq. The required application must be signed by at least one physician. At the discretion of the judge, an application may be submitted to the court in electronic format. A judicial officer authorized to issue a warrant in the county in which the individual whose detention is sought is present may endorse the application electronically. The original Emergency Detention application documents and a record of electronic transmission must be maintained by the sending party.~~

~~2) All seventy two (72) hour Mental Health Commitments signed by a Judge or Magistrate shall be filed in the court in which that Judge presides or that Magistrate is assigned. Upon the filing of same, the Clerk of the Court shall immediately transfer the case as follows:~~

- ~~a. If the committing institution is Elkhart General Hospital or Center for Behavioral Medicine, said case shall be transferred to or remain in Elkhart Superior Court 2~~
- ~~b. If the committing institution is Goshen General Hospital or Oaklawn, said case shall be~~

transferred to or remain in Elkhart Superior Court 3.

- c. If the committing institution is located outside of Elkhart County or not specifically listed above, then Superior Court 1, Superior Court 5, Superior Court 6 and Elkhart Magistrate cases shall be transferred to Superior Court 2. Circuit Court, Superior Court 4 and Goshen Magistrate shall be transferred to Superior Court 3.

## ~~LR 20-AR0021 DRUG COURT AND SCHEDULE OF FEES~~

### ~~(A) ELKHART COUNTY DRUG COURT.~~

The Elkhart County Courts have established the Elkhart County Drug Court pursuant to I.C. 33-23-16 and the Indiana Problem Solving Court Rules. The Elkhart County Drug Court shall be administered in Elkhart Superior Court No. 4. Eligibility for the Elkhart County Drug Court shall be determined by written criteria currently in place or as hereafter modified. Cases may be assigned to the Elkhart County Drug Court only upon the consent of the Elkhart County Prosecuting Attorney, the Defendant, and the Judge of Elkhart Superior Court No. 4. Upon assignment to the Elkhart County Drug Court, Elkhart Superior Court No. 4 shall retain jurisdiction over the case until final disposition.

### ~~(B) ELKHART COUNTY DRUG COURT SCHEDULE OF FEES:~~

1. Upon admission into the Elkhart County Drug Court, participants may be assessed a drug court administration fee of \$100.00 for the initial drug court services. Participants admitted to the Elkhart County Drug Court may be assessed a user fee of \$50.00 for each month of their participating in the Elkhart County Drug Court beginning the second month of participation.
  2. Participants admitted to the Elkhart County Drug Court may be responsible for all chemical testing fees. Participants may be responsible for the cost of any confirmatory test.
  3. Participants may be assessed a fee for services received as a result of referrals made by the Court including, without limitation, mental health services, substance abuse and addictions health services, and monitoring services. Fees for those services are payable to the entity providing the services.
- All Elkhart County Drug Court fees shall be collected and utilized in accordance with I.C. 33-23-16-23

## ~~LR20-TR00-NAMP-22 Motions Practice~~

### ~~A. SCOPE OF RULE~~

This rule applies to:

1. Trial Rule 12 Motions;
2. Trial Rule 37 Failure to Make or Cooperate in Discovery;
3. Trial Rule 56 Motions for Summary Judgment;
4. Trial Rule 65 Injunctions and Restraining Orders;
5. Motions to Exclude under I.R.E. 702(a) and 702(b); and
6. Other complex or Dispositive Motions

### ~~B. SEPARATE DOCUMENTS.~~

1. Motions must be pled separately, but alternative motions may be filed in a single pleading if each is named in the title following the caption.
2. The following documents must be filed separately:
  - 1.i.a. Motion for Summary Judgment;
  - 1.i.b. Memorandum in Support;

- 1.i.c. Designation of Evidence and Table of Contents;
- 1.i.d. Response Memorandum; and
- 1.i.e. Reply memorandum.

If no evidence is designated, no separate Designation of Evidence or Table of Contents is required.

**~~C. SUMMARY OF ARGUMENT REQUIRED.~~**

~~— The Memorandum in Support of Motions for Summary Judgment and Response Memorandum must contain a Summary of Argument not to exceed two pages and located at the beginning of the Memorandum.~~

**~~D. TIME LIMIT FOR FILING A MOTION, RESPONSE, OR REPLY.~~**

1. All motions are subject to the deadlines provided by statute and the Indiana Rules of Trial Procedure.
2. ~~RESPONSES:~~ A party must file any response brief to a motion (other than Motions for Injunction Relief or Restraining Orders) within 30 days after the motion is served. Any response to a Motion for Injunctive Relief or for a Restraining Order must be filed within 7 days after the motion or application is served.
3. ~~REPLIES.~~ The moving party must file any reply brief within 10 days after the response is served.
4. ~~EXTENSIONS.~~ The Court may extend a deadline, if allowed by law.
5. ~~SUR-REPLY.~~ Sur-Replies are disfavored and will only be permitted with leave of the court in extraordinary circumstances. A Request to file a Sur-Reply must be filed no later than five (5) days after service of a Reply. Entry of service of notice of denial is not required. A Sur-Reply may not be filed with, nor attached to, the Request. If the Request is granted, the Sur-Reply must be filed within 10 days after the Request was granted.
6. ~~SUMMARY RULINGS.~~ The Court may rule on a motion summarily if an opposing party does not file a response before the deadline.

**~~E. PAGE LIMITS.~~**

1. ~~RULE.~~ Supporting and response briefs (excluding tables of contents, tables of authorities, and appendices) must not exceed 25 pages. Reply briefs must not exceed 25 pages. A Sur-Reply must not exceed 5 pages.
2. ~~EXCEPTION.~~ The Court may allow a party to file a brief exceeding these page limits for extraordinary and compelling reasons. But if the Court permits a brief to exceed 25 pages, it must include:
  - a. a table of contents with page references;
  - b. an issue statement; and
  - c. a table of authorities, including
    - i. all cases (alphabetically arranged), statutes, and other authorities cited in the brief; and
    - ii. references to where the authorities appear in the brief.

**~~F. MOTIONS TO STRIKE DESIGNATIONS SUBMITTED IN SUPPORT OF OR OPPOSITION TO MOTIONS FOR SUMMARY JUDGMENT AND MOTIONS TO STRIKE SUMMARY MEMORANDA~~**

1. At the time a Response to Motion for Summary Judgment is filed, the non-moving party's Motion to Strike, if any, must also be filed.
2. Upon a motion, the Court may permit a party to file a Supplemental Designation of Evidence in support of the Reply Memorandum.
3. A party objecting to such a Supplemental Designation must file its Motion to Strike, if any, within 7 days of the Motion to File a Supplemental Designation of Evidence.
4. A Motion to File a Supplemental Designation of Evidence must not exceed the page limits outlined in E.
5. At the time a Reply Memorandum is filed, the moving party's Motion to Strike, if any, must also be filed.
6. A Motion to Strike and supporting argument must not exceed the page limits outlined in subsection E.

7. Any opposition to a Motion to Strike must not exceed the page limits outlined in E and must be filed no later than 7 calendar days after the Motion to Strike is filed.

## **G. FORMATTING**

### 1. PAGINATION.

a. All of the pages of each document listed in (B)(2) must be separately and consecutively paginated.

b. Every page of each document must contain a page number, beginning with page 2.

c. The page numbers may be affixed to a page by type, stamp, or handwriting.

d. Page numbers must appear in the bottom of the page and must be formatted to indicate each page number in relation to the total of the pages in the document (e.g., "Page 1 of 14"; "1 of 14"; "p. 1/14"; "p. 1 of 14").

### 2. DESIGNATION OF EVIDENCE AND TABLE OF CONTENTS.

a. The first item set out below the caption of the case in the Designation of Evidence and Table of Contents must be the Table of Contents.

b. The Table of Contents must clearly designate each Exhibit relied upon in the Motion or Response.

c. Each Exhibit must be affixed with a Title and Exhibit Letter. No document or individual page may be designated as evidence that does not contain an Exhibit Letter and short Title.

d. The Table of Contents must contain the beginning and ending page number for each Exhibit.

e. The entire Designation of Evidence and Table of Contents must be consecutively paginated (i.e., "Bates-stamped") in the manner described under (G)(1), beginning with the caption on page 1.

### 3. EXHIBIT DESIGNATION AND TITLES.

a. Exhibits within the Designation of Evidence and Table of Contents must begin with the letter "A" and proceed through the alphabet.

b. The Exhibit Title must identify the specific document by its content, such as "Affidavit of Mary Rose"; "Credit Card Statements 2007-2019"; and "Deposition of John Henry."

c. The Exhibit Letter and Title of the Exhibit must match the Exhibit Letter and Title as stated in the Table of Contents.

d. If a document is authenticated or referenced by an Exhibit, it must be marked as a subpart to that Exhibit and must be specifically and accurately referenced in the authenticating or reference document.

e. As with each Exhibit, each subpart to an Exhibit must be identified in the Table of Contents.

f. If any document contains an Exhibit Letter or Exhibit Number from an earlier filing, the earlier letter or number must be removed to avoid confusion. However, when necessary to authenticate an earlier document, the earlier letter or number must remain on that document, and the Exhibit must also contain and be identified in the Table of Contents by the new Exhibit Letter.

g. Citations must be to the page number referenced in the Table of Contents.

4. DESIGNATION OF EVIDENCE EARLIER FILED. Documents that are designated as evidence that have already been filed or issued in the case, such as the Complaint, Answer, Orders, the relevant portions of another party's designated evidence, etc., must be listed and included in the Designation of Evidence and Table of Contents and assigned an Exhibit Letter and short Title as required in (G)(3).

## **H. ENFORCEMENT OF RULE.**

~~1. VIOLATIONS OF THIS RULE. If a party files any document in violation of this Rule, the Court, in its discretion, may issue an appropriate order.~~

~~2. DEFECTIVE FILING. If the Court strikes, as a defective filing, a party's Motion, Designation of Evidence and Table of Contents, Memorandum, or other filing related to this Local Rule, the Court may allow the party to cure the defective e-filing within 120 hours. If the party submits a cured document within 120 hours of the striking Order, excluding days the Court is closed, the document is deemed timely filed as of its original filing.~~

~~3. LATE FILINGS. Any motions, memoranda, or other documents filed within 48 actual (not Court business) hours of a hearing generally pertaining to the subject matter of the hearing may be stricken in the discretion of the Court.~~  
~~THE FOREGOING RULES SHALL BE IN FULL FORCE AND EFFECT UNTIL OTHERWISE AMENDED. ALL INCONSISTENT RULES OF ANY OF THESE COURTS ARE HEREBY REVOKED.~~

~~**/S/ Michael A. Christofeno** (vacant)  
MICHAEL A. CHRISTOFENO, JUDGE JUDGE  
ELKHART CIRCUIT COURT ELKHART SUPERIOR COURT 1  
COURTHOUSE 315 SOUTH 2<sup>ND</sup> STREET  
GOSHEN IN 46526 ELKHART IN 46516~~

~~**/S/ Stephen R. Bowers** **/S/ Teresa L. Cataldo**  
STEPHEN R. BOWERS, JUDGE TERESA L. CATALDO, JUDGE  
ELKHART SUPERIOR COURT 2 ELKHART SUPERIOR COURT 3  
315 SOUTH 2<sup>ND</sup> STREET COURTHOUSE  
ELKHART IN 46516 GOSHEN IN 46526~~

~~**/S/ Gretchen S. Lund** **/S/ Charles C. Wicks**  
GRETCHEN S. LUND, JUDGE CHARLES C. WICKS, JUDGE  
ELKHART SUPERIOR COURT 4 ELKHART SUPERIOR COURT 5  
COURTHOUSE 315 SOUTH 2<sup>ND</sup> STREET  
GOSHEN IN 46526 ELKHART IN 46516~~

~~**/S/ David C. Bonfiglio**  
DAVID C BONFIGLIO, JUDGE  
ELKHART SUPERIOR COURT 6  
315 SOUTH 2<sup>ND</sup> STREET  
ELKHART IN 46516~~ Date: January 28, 201

**LOCAL RULES**  
**FOR ELKHART COUNTY, INDIANA**  
**EFFECTIVE JANUARY 1, 2023**  
**Unless otherwise specified.**



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**PREAMBLE**

The Rule of Law is the keystone to American Democracy. These Rules are enacted to further that cause. The Rules have the force of law. They are required of all who enter the courts both represented and not represented. The Rules may only be waived, suspended or modified if the court finds “the interest of justice so require.” *Rules of Trial Procedure. Rule 81 (H).*

Our Supreme Court has unanimously stated in *J.T.D. and J.S. and DCS v N.E.*, 21 N.E.3d 824, (Ind)

12/4/14

“...and like all local rules, it is binding on the courts and litigants.

Such local rules, “when adopted and published, . . . have the force and effect of law,” *Magnuson v. Billings*, 152 Ind. 177, 180, 52 N.E. 803, 804 (1899), and are binding on both “the court and all litigants,” *Gill*, 970 N.E.2d at 646. As we explained in *Magnuson*,

A rule of court is a law of practice, extended alike to all litigants who come within its purview, and who . . . have the right to assume that it will be uniformly enforced by the court, in conservation of their rights, as well as to secure the prompt and orderly dispatch of business. Furthermore, a rule adopted by a court . . . becomes a law of procedure therein, in all matters to which it relates, until rescinded or modified by the court. 152 Ind. at 180, 52 N.E. at 804.”

The Oath that every Indiana Attorney swears or affirms when they become a member of the Bar should be thoughtfully reviewed from time to time by attorneys.

It is provided here as a reminder of an attorney’s duty to the law and to litigants.

“I do solemnly swear or affirm that: I will support the Constitution of the United States and the Constitution of the State of Indiana; I will maintain the respect due to courts of justice and judicial officers; I will not counsel or maintain any action, proceeding, or defense which shall appear to me to be unjust, but this obligation shall not prevent me from defending a person charged with crime in any case; I will employ for the purpose of maintaining the causes confided to me, such means only as are consistent with truth, and never seek to mislead the court or jury by any artifice or false statement of fact or law; I will maintain the confidence and preserve inviolate the secrets of my client at every peril to myself; I will abstain from offensive personality and advance no fact prejudicial to the honor or reputation of a party or witness, unless

*required by the justice of the cause with which I am charged; I will not encourage either the commencement or the continuance of any action or proceeding from any motive of passion or interest; I will never reject, from any consideration personal to myself, the cause of the defenseless, the oppressed or those who cannot afford adequate legal assistance; so help me God.*

## **LOCAL RULES FOR ELKHART COUNTY, INDIANA COURTS**

### **Rule LR20-TR1-101. Intent and Scope of Local Rules.**

These local rules are adopted by the Courts of the 34th Judicial Circuit pursuant to the authority of T.R. 81, Indiana Rules of Trial Procedure. They are intended to supplement those Rules as well as the Indiana Rules of Criminal Procedure, the Indiana Small Claims Rules, the Indiana Jury Rules, the Indiana Rules of Evidence, the Indiana Rules of Post Conviction Relief, the Indiana Alternative Dispute Resolution Rules, the Indiana Trial Rules De Novo, the Indiana Rules of Professional Conduct, the Indiana Rules of Access to Court Records and the Indiana Administrative Rules and shall be construed to secure the just, speedy and efficient determination of every action.

These local rules shall govern the practice and procedure in all cases in:

(1) Elkhart Circuit Court (hereinafter "Circuit Court");

(2) Elkhart Superior Courts (hereinafter "Superior Court").

These rules apply to any structure, facility or building, individual room in another structure, including, but not limited to rooms used in the Elkhart County Correctional Facility and the Elkhart County Juvenile Detention Center that are used to conduct court proceedings in Elkhart County. Such facilities are collectively termed "court complexes in Elkhart County" in these Rules.

### **LR20-AR00-102. Conduct, Dress, Video/Virtual Hearings, Live Streaming and Courthouse Policies.**

#### **102.1. Professional Conduct.**

It is intended that the business of the Courts of the 34th Judicial Circuit will be conducted by Judicial Officers in accordance with the Indiana Code of Judicial Conduct and that lawyers practicing in these Courts will do so in accordance with the Indiana Rules of Professional Conduct.

The term "Judicial Officer" means a Judge, Magistrate Judge, Senior Judge, Pro Tem Judge and Temporary Judge.

Nothing contained in these rules is intended to limit the jurisdiction and authority of any judicial officer of Circuit Court or Superior Court acting within the law and rules promulgated by the Indiana Supreme Court.

In an individual case, a Judicial Officer, upon motion of any party or on the court's own motion, may suspend or modify any of these local rules should the interests of justice so require pursuant to *Indiana Rule of Trial Procedure Rule 81 (H)*.

### **102.2. Behavior in the Courthouse.**

While in any court complex in Elkhart County, the following behavior is prohibited:

(1) Lawyers and litigants shall not lean on the bench, podiums and shall not sit or lean on counsel tables or the jury box.

(2) Lawyers, litigants, and spectators shall refrain from unnecessary conversation in the courthouse or in the courtroom that would disturb the proceedings. Any necessary conversation in the courthouse or in the courtroom shall be conducted at a sufficiently low voice level as not to interfere with the conduct of trials, hearings, or other proceedings before the court.

(3) Lawyers, litigants and spectators shall not enter the courtroom with food or beverages unless authorized by the Judicial Officer presiding in the courtroom.

(4) Lawyers, litigants and any other person in the courtroom shall not talk to the court reporter during the hearings in which they are not participating.

(5) Lawyers, litigants and any other person shall not chew gum or tobacco in the courthouse.

### **102.3. Appearance and Dress.**

Every person who enters a court complex in Elkhart County should be appropriately dressed. Lawyers should appear for court proceedings in professional attire; litigants, witnesses and spectators should appear in appropriate attire. Examples of clothing that is inappropriate and is prohibited from being worn during court proceedings includes, but is not limited to:

(1) Hats or caps;

(2) Outer garments such as topcoats, overcoats, jackets, or overshoes;

(3) Clothing that exposes the midriff;

(4) Shorts of any kind;

(5) Sleeveless shirts (i.e. "muscle shirts" and "tank tops");

(6) Shower shoes (i.e. rubber "flip-flops");

(7) Suggestive or otherwise inappropriate clothing (i.e. poorly fitting, slovenly, or uncleanly);

(8) Pajamas.

### **102.4. Prohibited Items.**

To insure compliance with state law and to promote public safety, the following rules apply to the presence or use of specific items in and around the courthouse complexes within Elkhart County:

#### **102.4.1. Weapons.**

No attorney, litigant, witness, or spectator may possess firearms, knives, or other deadly weapons while in or around the courthouse complexes within Elkhart County without the prior written authorization of a Judge. However, a law enforcement officer who is not a litigant in a pending matter and who is appearing as a witness may retain possession of their issued firearm while in the courthouse so long as the law enforcement officer advises, and receives the permission of, the supervisor of the courthouse security detail upon entering the courthouse complex or has prior authorization from a Judge of one of the Courts. In addition, if the law enforcement officer is responding to a call inside the courthouse complex as to the need for law enforcement or protection services, then they may retain their weapons.

#### **102.4.2. Cameras, Telephones, and Other Items.**

Cellular telephones, smart phones and personal digital assistants (PDA's) are permitted in the court complexes in Elkhart County except where restricted by individual courts as determined by the presiding Judicial Officer. Such restrictions will be posted at each court entrance restricting use of those devices when mandated. Audible noise shall be disabled or switched to vibrate mode prior to entering a courtroom when permitted in the courtroom.

Cameras, video cameras, or any devices capable of audio and visual recording except those devices imbedded in smart phones are not permitted in the courtroom or those embedded in court technology.

#### **102.4.3. Photographs**

The taking of photographs, sound recording (except by official court reporters in the performance of their duties), broadcasting by radio, television, telephone, or any other means, in connection with any judicial proceeding in the environs of the court complex in Elkhart County is prohibited; except when court is not in session or as required by court streaming as authorized by the Indiana Supreme Court. The incidental use of cameras and other recording devices are permitted in investiture, ceremonial, training, marital, or other non-judicial proceeding at which a judicial officer may permit the taking of photographs, broadcasting, live streaming, televising or recording. The same are allowed after adoption hearings after the court has concluded its official duties and the court has officially declared itself off the official record. A judicial officer, by specific order, may allow the use of cameras or audio/visual recording equipment in a Judicial Officer's courtroom in an individual case so long as authorized by the Supreme Court of Indiana.

#### **102.4.4. Limitations on the use of Cameras, Telephones, Personal Digital Assistants (PDA's) and other electronic devices.**

In courtrooms that restrict these devices, the following exceptions apply: Attorneys, credentialed journalists, court employees, building personnel, and law enforcement officers and other government employees on official business may bring these electronic devices into the Courthouse complexes of Elkhart County. Individuals who are allowed to bring an electronic device into Courthouse complexes will insure that



the device is deactivated before entering a courtroom and will not be allowed to activate the device while inside a courtroom; however, court staff, attorneys, maintenance staff and security staff may bring an activated electronic device into a courtroom to facilitate court security, safety and operations, provided that the electronic device is switched to vibrate (rather than an audible) mode prior to entering a courtroom.

Further exception being use of the device for court business related activities; such as, access to personal calendars, court records and counsel's case files. This does not restrict use of notebooks, tablets, lap tops or other portable computing devices recognizing many individuals have paperless offices.

All persons authorized by this Rule to bring electronic devices into Courthouse complexes are strictly prohibited from using such devices for any improper or unlawful purpose, including without limitation the taking of any photographs, videos or moving pictures, recording audio or video, and texting. In the interests of privacy, safety and justice, a judge or any Judicial Officer, a bailiff or a duly authorized court security officer may prohibit an individual who is otherwise allowed to possess an electronic device in a Courthouse complex from bringing an electronic device into any portion of a Courthouse complex; provided that if a security officer prohibits an individual from bringing an electronic device into a Courthouse complex, the security officer will prepare a written report detailing the reason(s) and concern(s), and shall distribute a copy to the Sheriff and to the appropriate judicial officer(s). By written authorization, a judicial officer may permit an expert witness or other person to utilize an electronic device in a specifically designated area within a Courthouse complex. Nothing in this rule is intended to prevent an individual from using a cellular telephone in the case of a legitimate emergency involving the personal health or safety of that individual or a third party.

#### **102.4.5. Enforcement.**

The Sheriff of Elkhart County (hereinafter "Sheriff"), courthouse security personnel, and the bailiffs of each of the Courts are authorized to monitor and enforce compliance with these Rules of Conduct and Dress. Any person violating the rules regarding photography, cameras, cellular telephones, PDA's or other electronic devices shall be subject to immediate confiscation of the camera, cellular telephone, PDA or electronic device and a fine of up to and including \$1,500.00 if a camera or device makes an audio or visual recording, or a telephone or PDA creates an audible noise, in a courtroom of a courthouse complexes within Elkhart County while court is in session, which penalty shall be imposed at the discretion of the judicial officer in whose courtroom the violation occurred or whose court proceeding was disrupted.

#### **102.4.6. Consent to Search.**

All persons entering any of the courthouse complexes within Elkhart County are required to pass through a magnetometer/x-ray screening point and to comply with all reasonable requests of courthouse security personnel, including a reasonable search of their person and effects to insure that the person is complying with this Rule.

The Sheriff, law enforcement officers, or court security personnel may detain any person who they have reason to believe possesses any weapon or other prohibited item in violation of this Rule for a period of time sufficient to obtain name, address, date of birth, social security number, and/or to seize any weapon or other prohibited item.

### **102.5 Video/Virtual Hearings and Live Streaming of Court Proceedings**

A. The appearance of counsel, litigants, witnesses and other persons required to appear in court proceedings (referred to as participants) may appear by video conference or phone conference at the discretion of the judicial officer presiding over the court proceeding and as allowed by the Indiana Rules of Trial Procedure, the Indiana Administrative Rules or any other Rule, Order or Directive of the Indiana Supreme Court. The judicial officer may designate the hearing *in person* or *virtual* in the notice of hearing. The judicial officer may modify or terminate the video or phone appearance in the judicial officers' sound discretion at any time including during a proceeding.

B. Live Streaming of court proceedings is allowed at the discretion of the judicial officer presiding over the court proceedings and as allowed by the Indiana Rules of Trial Procedure, the Indiana Administrative Rules or any other Rule, Order or Directive of the Indiana Supreme Court. The judicial officer may modify or terminate the live stream in the judicial officers' sound discretion at any time including during a proceeding.

C. Sections 102.1 Professional Conduct and 102.3 Appearance and Dress apply to video or phone hearings.

D. Participants appearing by video are required to use an appropriate background or situate themselves in a location with an appropriate background. Guidelines for an appropriate backgrounds include, but are not limited to backgrounds that are:

1. clear or clear from clutter

2. Colors or images that do not distract from the proceeding including but not limited to free from pictures, posters, signage, lettering, etc, that contain offensive or inflammatory language or display images that are pornographic, offensive or otherwise inappropriate for a courtroom environment.

The judicial officer has final discretion to determine if a background is appropriate and allowed for a court proceeding, including, but not limited to termination of the hearing.

E The location of the remote area is required to be quiet without background noise or interference from other individuals not involved in the proceeding. The setting should be as close as possible to the dignified and serene environment of the courtroom.

F. Participants should not eat, drink, smoke, talk to other people or engage in any other activities that would not be acceptable if the participant were in the courtroom. Participants should speak slowly, never

interrupt a speaker and only speak when prompted to speak. Microphones should be on mute until the case is called by the court.

G. The participants are responsible for accessing the virtual hearing. The Court will send by e-notice the log in instructions to participants. Participants are required by the Rules of Trial Procedure to have on file an email address and updates to same, if no e-mail address is available then such log in instructions are sent by the mail notice system as any other notice or order of the court pursuant to TR 86. The Court and its staff have no obligation or responsibility to contact the participants once the court has issued the log in instructions.

H. Participants logging into a virtual hearing must use a username or display name that is appropriate and not offensive in nature, This display name should be some combination of the participants first and last name.

I. Attorneys are required to appear by video and audio. Attorneys are required to have adequate internet bandwidth and connectivity to allow them to transmit without distortion. Attorneys unable to meet these requirements will not be allowed to participate in video/virtual court proceedings.

J. Attorneys and their clients are required to appear together from the same location for hearings that the court designates as an *Essential Hearing* in the notice of the hearing. Examples include, but are not limited to felony criminal pleas and sentencing hearings, submission of Divorce Decrees or any complex matter. Exceptions will be considered upon a properly filed Motion giving detailed information as to the requested exception. If the court has not issued the *Essential Hearing* designation then the attorney and client may appear from separate locations. Examples include, but are not limited to status conferences, administrative or procedural hearings.

K. A criminal defendant must submit a written waiver, may be included in the plea agreement, to sentencing by video/virtual hearing and specifically waiving an in-person hearing. The court may take oral waivers at its discretion. See Appendix B.

L Unrepresented participants must follow these rules with the exception of Sections I and J. Unrepresented participants should make every effort to appear by video and appear by audio only if they are not successful in logging in to the court hearing by video or they do not have equipment (phone or computer) that has video capability.

M. Exhibits may only be submitted upon approval of the court and submitted in such manner as directed by the court.

N. Recording of Video/virtual Hearings are prohibited.

O. In summary: decorum, dress and behavior on a virtual hearing should be the same as an in-person hearing.

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## **Rule LR20-TR72-103. Court Clerk.**

### **103.1. Clerk of the Court.**

The term “Clerk” means the Clerk of the Circuit Court duly elected and qualified under Article 6, Sections 2 and 4 of the Constitution of the State of Indiana. Pursuant to I.C. § 33-33-2-1, the Clerk of the Circuit Court shall also serve as the ex-officio Clerk of the Superior Court.

**103.2. Staffing.**

The Clerk shall assign sufficient staff in order to effectively and efficiently manage the cases filed with courts of Elkhart County.

**103.3. Clerk’s Hours of Operation.**

The offices of the Clerk shall be open on all days that any court is in session based upon the hours of operation as set by the County Commissioners for opening of all court facilities.

**Rule LR20-AR00-104. Court Hours and Scheduling.**

**104.1. Court’s Hours of Operation.**

**104.1.1. Judicial Days.**

The Courts shall be in session Monday through Friday, legal holidays excluded, and during such other hours as each court may, from time to time, direct.

**104.1.2. Legal Holidays.**

The Courts will follow the schedule for legal holidays authorized by the Board of County Commissioners of Elkhart County, subject to change due to emergencies or the operational needs of the Court.

**104.1.3. Emergency Closure.**

When weather conditions or other emergencies arise, the individual court may be closed at the direction of the Judge of the Circuit Court or a Judge of the Superior Court. If a closing is announced, the Court and the Clerk of the Court shall make reasonable effort to notify attorneys and litigants scheduled to attend court on that date or time.

**104.2. Daily Calendar.**

Each regularly presiding Judicial Officer will maintain a separate calendar. The calendar of cases set for hearing on a given day will be posted to effectuate knowledge for all citizens except as restricted by statute or Rules of the Indiana Supreme Court.

**104.3. Hearing on Matters Other Than Trials.**

Each Judge or other Judicial Officer as appropriate shall reserve periods of time for hearing matters other than contested trials, such as pre-trial and post-trial motions, rules to show cause, defaults, uncontested dissolutions of marriage, etc. As necessary to minimize conflicts in scheduling, the Judges or other Judicial Officer as appropriate shall set these schedules after consultation. Hearings shall be scheduled as follows:

**104.3.1. Scheduling Uncontested or Routine Matters.**

Routine matters, procedural motions, domestic relations applications for provisional relief and contempt proceedings, uncontested petitions for dissolution of marriage, and all other matters appropriate for summary consideration and disposition will be heard on routinely set hearing dates.

#### **104.3.2. Scheduling Contested or Complicated Matters.**

Other matters that will require a hearing reasonably estimated to last in excess of twenty (20) minutes will be scheduled as the Court's calendar allows. Counsel or a party proceeding without an attorney should contact the chambers of the assigned Judge or other Judicial Officer as appropriate to arrange for an appropriate hearing date and time.

#### **104.4. Trials.**

Trial settings will be scheduled by the Judge or other Judicial Officer as appropriate. Counsel or a party proceeding without an attorney should submit a proper pleading to request a trial date, to schedule a pre-trial conference or case management conference.

#### **104.5. Prompt Appearance at Hearings and Trials.**

Prompt appearance at the time scheduled for all hearings and trials is important for the Court, counsel, and parties. Should an occasion arise when counsel or a party proceeding without an attorney reasonably anticipates that the person will be late for a scheduled hearing or trial they shall immediately notify the court.

#### **104.6. Penalties for Failure to Comply.**

Unless good cause is shown, the failure of counsel or a party to comply with this rule or to appear for a scheduled hearing or trial may result in a default pursuant to the Trial Rules or may be enforced by direct contempt of court, which may result in a monetary fine or other appropriate penalty including jail time.

### **Rule LR20-AR00-105. Court Sessions and Management.**

#### **105.1. Circuit Court. 105.1.1.**

The calendar year term of the Circuit Court shall be yearly.

#### **105.1.2. Grand Jury.**

The Circuit Court may call a grand jury as provided by I.C. 35-34-2-2.

#### **105.1.3. Petit Jury.**

A petit jury shall be called to serve directed by the court.

#### **105.2. Superior Court.**

##### **105.2.1. Division Assignments.**

The calendar year term of the Superior Court shall be yearly.

The Elkhart Superior Court consists of six (6) judges.

(a) There is established a criminal division. Three (3) judges of the Elkhart Superior Court shall serve in the criminal division. Elkhart Superior Court 1; Elkhart Superior Court 3; Elkhart Superior Court 4 are the superior courts of the criminal division.

(b) There is established a family division. One (1) judges shall serve in the family division. Elkhart Superior Court 6 is the superior court of the family division.

(c) There is established a civil division. Two (2) shall judges serve in the civil division. Elkhart Superior Court 2 and Elkhart Superior Court 5 are the superior courts of the civil division.

(d) There is established a small claims and misdemeanor division pursuant to IC § 33-29-2. The administrative judge consultation with the judges of Elkhart Circuit Court and the Elkhart Superior Court may assign a magistrate or magistrates to this division.

A newly appointed or elected judge assumes the division assignment of the judge whom the judge replaces.

#### **105.2.2. Petit Jury.**

A petit jury shall be called to serve within each Division of the Superior Court as appropriate.

### **Rule LR20-TR40-106. Transfer and Assignment**

#### **106.1. Circuit Court Transfer and Assignment:**

The Circuit Court shall have the authority to transfer cases among and between the Judges of the Elkhart Circuit Court or the Elkhart Superior Court or to other Judicial Officers, including Magistrate Judges, Senior Judges, and Temporary Judges in order to effectuate the timely processing of cases. The Court may on its own or after an approved request by any party set a case for hearing.

#### **106.2. Superior Court Transfer and Assignment:**

The Superior Court Judges shall have the authority to transfer cases among and between the Judges of the Elkhart Circuit Court or the Elkhart Superior Court or to other Judicial Officers, including Magistrate Judges, Senior Judges, and Temporary Judges in order to effectuate the timely processing of cases. The Court may on its own or after an approved request by any party set a case for hearing.

#### **106.2.1 Assignment of Cases in Superior Court.**

All Superior Court cases (except Small Claims and Traffic & Misdemeanor) will be assigned to a particular Judge or other Judicial Officer of the Superior Court upon filing pursuant to the division assignment and local filing rule. Each Judicial Officer will be responsible for the management of the Judicial Officers' assigned caseload.

#### **106.3. All Entries by Assigned Judge.**

After the assignment of a case to a Judge or other Judicial Officer, all pleadings, proposed entries, proposed orders and any other case filings shall be submitted to the assigned Judge or other Judicial Officer.

### **Rule LR20-AR1-107. Caseload Allocation Plan for Elkhart County.**

#### **107.1 CRIMINAL: ASSIGNMENT OF CRIMINAL CASES**

A. Elkhart Circuit Court C01

**Effective Jan. 1, 2023- June 30, 2023.**

- Grand Jury cases
- Murder charges
- Attempted murder cases, except child victim cases
- Manslaughter cases, except those in which a child is the victim
- Vehicular homicide cases

- Robbery cases
- Reckless homicide cases
- Fifty percent (50%) of all Level 1, 2, 3, 4, and 5 controlled substance sale and possession cases
- Burglary cases
- Welfare fraud cases
- Forgery cases
- Level 5 felony theft cases
- Arson cases
- Level 5 felony cases not otherwise specifically assigned to a court pursuant to this rule.

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**Effective January 1, 2024:**

- Grand Jury cases
- Murder charges
- Attempted murder cases, except child victim cases
- Manslaughter cases, except those in which a child is the victim
- Vehicular homicide cases
- Robbery cases
- Reckless homicide cases
- Fifty percent (50%) of all Level 1, 2, 3, and 4 controlled substance sale cases.
- Fifty percent (50%) of all Level 1, 2 and 3 possession cases.
- Burglary cases
- Welfare fraud cases
- Forgery cases
- Level 5 felony theft cases
- Arson cases
- Level 5 felony cases not otherwise specifically assigned to a court pursuant to this rule.
- Level 6 felonies: Forty percent (40%) not otherwise specifically assigned to a court pursuant to this rule.

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B. Elkhart Superior Court 1 - D01

**Effective January 1, 2023- December 31, 2023**

- Rape cases, except child victim cases
- Sexual battery cases, except child victim cases
- Criminal recklessness cases, except when a child is the victim
- Level 5 battery and Level 6 domestic battery cases, except child victim cases,
- Domestic Battery misdemeanor cases except those filed in the Three (3) city courts sitting in Elkhart County, Indiana
- 
- Level 3 and 4 felony cases which are not otherwise specifically assigned to a court pursuant to this rule.
- Twenty-five percent (25%) Level 6 felonies not otherwise specifically assigned to a court pursuant to this rule.

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**Effective January 1, 2024**

- Rape cases, except child victim cases

- Sexual battery cases, except child victim cases
- Criminal recklessness cases, except when a child is the victim
- Level 5 battery and Level 6 domestic battery cases, except child victim cases
- Domestic Battery misdemeanor cases including those previously filed in the three city courts.
- Level 3 and 4 felony cases which are not specifically assigned to a court pursuant to this rule
- Strangulation cases

C. Elkhart Superior Court 3 D03

**Effective January 1, 2023– December 31, 2023**

- Child victim cases except murder
- Fifty percent (50) of all Level 1, 2, 3, 4 and 5 controlled substance sale and possession cases
- Kidnapping and Confinement cases
- Level 1 and 2 felony cases which are not specifically assigned to a court pursuant to this rule
- Failure to Register as a Sex or Violent Offender all levels.
- Thirty –five percent (35%) of Level 6 felonies: not otherwise specifically assigned to a court pursuant to this rule.

**Effective January 1, 2024**

- Child victim cases except murder
- Fifty percent (50%) of all Level 1, 2, 3 and 4 controlled substance sale cases.
- Fifty percent (50%) of all Level 1, 2 and 3 possession cases.
- Kidnapping and Confinement cases
- Level 1 and 2 felony cases which are not specifically assigned to a court pursuant to this rule
- Failure to Register as a Sex or Violent Offender all levels
- Public Indecency; Nudity; Voyeurism and other offenses with sexual implications not otherwise assigned to a court by this rule.
- Non-support cases all levels
- Sixty percent (60%) of Level 6 felonies: not otherwise assigned to a court pursuant to this rule.

D. Elkhart Superior Court 4 D04

**Effective January 1, 2023– December 31, 2023**

- Fifty percent (50%) of all habitual traffic offender cases.
- All cases assigned to the Elkhart County Problem Solving Drug Court.
- Thirty Three percent (33%) of all misdemeanor cases except those filed in the three (3) city courts.
- All infractions and county ordinance cases other than those filed in the aforementioned city courts
- All requests for Trial De Novo arising out of a conviction in the Nappanee and Goshen City Courts.



- Level 6 felony substance abuse and substance abuse related cases other than controlled substance sale cases.

**Effective January 1, 2024**

- All cases assigned to the Elkhart County Problem Solving Drug Court
- Level 6 felony substance abuse and substance abuse related cases including Level 4, 5 and 6 possession cases and Level 5 and 6 controlled substance sales cases; not including Level 1,2,and 3 possession cases and not including Level 1, 2,3 and 4 controlled substance sales cases.
- Habitual Traffic Offender (HTV) (assigned magistrate)

E. Traffic and Misdemeanor Court.

**Effective January 1, 2024**

Traffic and Misdemeanor Division. The Judges of the Circuit and Superior Court shall determine the judicial officers to assign to the Traffic & Misdemeanor Division. This Division shall be responsible for the trial and disposition of traffic violations, criminal misdemeanors, infractions, Trials De Novo from the three City Courts in the County and County ordinance violations. This Division is further responsible for such classes of violations as may be designated for disposition upon a plea of guilty in a violations bureau. Cases pending in the Traffic & Misdemeanor Division shall not be deemed assigned to the judge sitting therein, nor any other Judge, except upon proper motion for change of venue.

F. Elkhart Superior Court 5 D05

**Effective January 1, 2023- December 31, 2023**

- Fifty percent (50%) of all habitual traffic offender cases.
- Twenty percent (20%) of Level 6 felonies not specifically assigned to a court pursuant to this rule.
- Thirty-three percent (33%) misdemeanor cases except those filed in the three (3) city courts.
- All requests for Trial De Novo arising out of a conviction in Elkhart City Court.

G. Elkhart Superior Court 6 D06

**Effective January 1, 2023- January 31, 2023**

- All non-support cases.
- Twenty percent (20%) of Level 6 felonies: of not specifically assigned to a court pursuant to this rule
- Thirty-three percent (33%) misdemeanor cases except those filed in the three (3) city courts.

**107.1.1 Assigning new, subsequent, and recharged cases:**

a. Subsequent cases:

1. Except for cases assigned to the Elkhart County Drug Court, if the defendant in a pending criminal case is charged with new offenses that carry no greater penalty than the pending charges, the subsequent charges must be filed in the same court hearing the original case.

2. If a new case carrying greater penalties is filed against the defendant in a pending case, the original case must be transferred to the court hearing the subsequent case. Except domestic battery cases.

3. Pending cases include a case filed in a local court that has not yet had a final disposition; or, has had a final disposition, but the defendant is under a withheld or suspended sentence that the new case could affect.

c. Sealing and Expunging Conviction Records- all sealing of records and expunging of convictions filed under I.C. §§ 35-38-9-4 and 35-38- 9-5 shall be filed in the same court as the underlying case. If more than two underlying cases are being expunged, the petitioner shall pick between the court where one of the underlying

cases originated. If not practicable, then petitioner shall pick between any Circuit or Superior court. The sitting judge of a court that no longer hears criminal cases pursuant to this Rule may transfer the Sealing or Expungement case to a Criminal Division Court. The sitting judge of any court may assign the case to a Criminal Division Court Magistrate.

d. Recharged cases – Any pending case that is later recharged as murder must be transferred to Circuit Court.

e. All cases in which juvenile court jurisdiction is waived to adult court shall be filed in a Criminal Division Court based upon this Rule with the most serious level criminal act alleged to be determinative.

f. All charges of escape, including Level 5 and Level 6 felonies, shall be filed in the court that committed the defendant to the facility or community correction program from which the defendant allegedly escaped except if that court no longer hears criminal cases pursuant to this Rule. Such cases shall be filed in a Criminal Division Court wherein the committing offense has been transferred. If the committing offense has not been transferred, then the charge shall be filed in a court that currently hears that same type of underlying charge.

All charges of failure to appear shall be filed in the court in which the defendant failed to appear except if that court no longer hears criminal cases pursuant to this Rule, then the charge shall be filed in the court wherein the underlying case has been transferred. If the underlying case has not been transferred, then the charge shall be filed in a court that currently hears that same type of underlying charge.

### **107.2 CIVIL AND JUVENILE: ASSIGNMENT OF CIVIL AND JUVENILE CASES**

A. Elkhart Circuit Court:

**Effective January 1, 2023- June 30, 2023**

Case types shall NOT be filed:

- Plenary (PL),
- Mortgage Foreclosure (MF),
- Civil Tort (CT),
- Estates (ES),
- Estates Unsupervised (EU),
- Estates Miscellaneous (EM),
- Trusts (TR),
- Verified Tax Petition (TP),
- Mental Health (MH),
- Infractions (IF),
- Ordinance Violations (OV)
- Small Claims (SC).
- Evictions EV

Case types allowed:

- 15% Collection Cases (CC) .
- Juvenile Chins (JC),
- Juvenile Delinquency (JD),
- Juvenile Status (JS),
- Juvenile Miscellaneous (JM),
- Juvenile Termination (JT),
- Juvenile Protection (JQ)
- 20% Domestic Relations with Children (DC)
- 20% Domestic Relations without Children (DN)
- 50% Adoption (AD)
- 50 % Guardianships (GU)

**Effective July 1, 2023- December 31, 2023**

Case types shall NOT be filed:

- Plenary (PL),
- Mortgage Foreclosure (MF),
- Civil Tort (CT),
- Estates (ES),
- Estates Unsupervised (EU),
- Estates Miscellaneous (EM),
- Trusts (TR),
- Verified Tax Petition (TP),
- Mental Health (MH),
- Infractions (IF),
- Ordinance Violations (OV)
- Small Claims (SC).
- Evictions EV

Case types allowed:

- 15% Collection Cases (CC)
- 20% Domestic Relations with Children (DC)
- 20% Domestic Relations without Children (DN)
- 50% Adoption (AD)
- 50 % Guardianships (GU)

**Effective January 1, 2024**

No Civil or Juvenile Case types

B. Elkhart Superior Court 1 D01

**Effective January 1, 2023- June 30, 2023**

- 10% Plenary (PL)
- 25% Mortgage Foreclosure (MF)
- 20% Civil Tort (CT)
- 15% Collections (CC)
- 25% Protection Orders (PO)
- 50 % Guardianships (GU)
- No other Civil or Juvenile type cases.

**Effective July. 1, 2023 - December 31, 2023**

- 10% Plenary (PL)
- 25% Mortgage Foreclosure (MF)
- 20% Civil Tort (CT)
- 15% Collections (CC)
- 25% Protection Orders (PO)
- No other Civil or Juvenile type cases.

**Effective January 1, 2024**

- Protective Orders (PO) related to criminal law cases In Superior Court 1 that are pending or under supervision
- No other Civil or Juvenile types cases.

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C. Elkhart Superior Court 2 D02

**Effective January 1, 2023 – December 31, 2023**

- Commercial Court Cases
- 55% Plenary (PL)
- 50% Mortgage Foreclosure (MF)
- 35% Tort (CT)
- 90% Estates (ES)
- 85% Estates Unsupervised (EU)
- 100% Estates Miscellaneous (EM)
- 100% trusts (TR)
- 100% Verified Tax Petition (TP)
- 25% Collections (CC)
- 15% Protective Orders (PO)
- Other civil filings not otherwise limited
- 10% Domestic Relations with children (DC)
- 30% Domestic Relations w/o children (DN)
- 20% Adoptions (AD)
- 15% Protection Orders (PO)
- 60% Mental Health [Current practice of Elkhart related MH]
- No Guardianships (GU)
- No Small Claims (SC)
- No Evictions EV

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**Effective January 1, 2024**

- Commercial Court Cases
- 66% Plenary (PL)
- 50% Tort (CT)
- 50% Mental Health
- All Estates (ES)
- All Estates Unsupervised (EU)
- All Estates Miscellaneous (EM)
- All Trusts (TR)
- Miscellaneous Civil 50% Except Grandparent Visitations, Name Changes, Specialized Driving Privileges, Lifetime Recession requests, BMV Fee Waiver.
- No other Juvenile or Civil type cases.

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D. Elkhart Superior Court 3 D03

**Effective January 1, 2023 – December 31, 2023.**

- 10% Plenary (PL)

- 25% Mortgage Foreclosures (MF)
- 15% Torts (CT)
- 10% Estates (ES)
- 20% Estates Unsupervised (EU)
- 40% Mental Health [Current practice Goshen MH]
- No Guardianships (GU)
- No Small Claims (SC)
- No Domestic Relations (DC) (DN)
- No Adoptions (AD)
- NO Protection Orders (PO)
- Other civil filings allowed not otherwise restricted.

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**Effective January 1, 2024**

- 50% Mental Health
- No other Civil or Juvenile case types except Miscellaneous Civil (MI) involving the Forfeiture or Seizure of Property and Plenary (PL) cases involving Forfeiture or Seizure of Property.

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E. Elkhart Superior Court 4 D04

**Effective January 1, 2023 – December 31, 2023**

- No Civil or Juvenile Cases except for Miscellaneous Civil (MI)

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**Effective January 1, 2024**

- No Civil or Juvenile Cases Except as follows:
- Expungements (XP)
- Miscellaneous Civil (MI): as follows allowed: Specialized Driving Privileges, BMV Fee Waiver Requests, Lifetime Recession Requests. (Assigned to Magistrate)

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F. Elkhart Superior Court 5 D05

Effective January 1, 2023 – December 31, 2023

- 25% Plenary (PL)
- 30% Collections (CC)
- 25% Tort (CT)
- 60% Small Claims SC
- 60% Evictions EV
- No Guardianships (GU),
- No Estates (ES) (EU) (EM)
- No Mental Health (MH)
- No Paternity (JP)
- No Dissolution, (DC) (DN)
- No Adoptions (AD)
- No Protection Orders (PO)
- No Mortgage Foreclosure (MF)

- No Trusts (TR)
- No Tax Sale (TS) or Verified Tax Petition (TP)
- Any other civil matter not otherwise restricted.

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**Effective January 1, 2024**

- Mortgage Foreclosure
- 33% Plenary (PL)
- 50% Tort (CT)
- 66% Collections (CC)
- 50% Miscellaneous Civil (MI) Except Grandparent Visitations, Name Changes, Specialized Driving Privileges, Lifetime Recession requests, BMV Fee Waiver.
- All Tax Sales (TS)
- All Verified Tax Petition (TP)
- 100% Small Claims SC See Section 110.3 below
- 100% Evictions EV
- No other Juvenile or Civil type cases.

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G. Elkhart Superior Court 6 D06

**Effective January 1, 2023 - June 30, 2023**

- 40% Small Claims (SC)
- 40% Evictions EV
- Other Civil cases except the following case types:
- No Plenary (PL)
- No Civil Collection (CC)
- No tort (CT).
- No Mortgage Foreclosure (MF)
- No Mental Health (MH)
- No Estates (ES), (EU), (EM)
- No Trusts (TR)
- No Tax Sale (TS) and Verified Tax Petition (TP)
- No Guardianships (GU)
- All Juvenile Paternity (JP)
- 60% Domestic Relations with children (DC)
- 50% Domestic Relations without children (DN)
- All Reciprocal Support (RS)
- 40% Adoptions (AD)
- 60% Protection Orders (PO)

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**Effective July 1, 2023 - December 31, 2023**

- 40% Small Claims (SC)
- 40% Evictions EV
- Other Civil cases except the following case types:
- No Plenary (PL)

- No Civil Collection (CC)
- No tort (CT),
- No Mortgage Foreclosure (MF)
- No Mental Health (MH)
- No Estates (ES), (EU), (EM)
- No Trusts (TR)
- No Tax Sale (TS) and Verified Tax Petition (TP)
- All Juvenile Paternity (JP)
- 60% Domestic Relations with children (DC)
- 50% Domestic Relations without children (DN)
- All Reciprocal Support (RS)
- 40% Adoptions (AD)
- 60% Protection Orders (PO)
- 50% Guardianships (GU)
- Juvenile Chins (JC),
- Juvenile Delinquency (JD),
- Juvenile Status (JS),
- Juvenile Miscellaneous (JM),
- Juvenile Termination (JT),
- Juvenile Protection (JQ)

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**Effective January 1, 2024**

- All Juvenile Paternity (JP)
- All Domestic Relations with children (DC)
- All Domestic Relations without children (DN)
- All Reciprocal Support (RS)
- All Adoptions (AD)
- All Guardianships (GU)
- All Protection Orders (PO) except those filed in Elkhart Superior Court related to a pending criminal case or a criminal case under supervision.
- Juvenile Chins (JC),
- Juvenile Delinquency (JD),
- Juvenile Status (JS),
- Juvenile Miscellaneous (JM),
- Juvenile Termination (JT),
- Juvenile Protection (JQ)
- Miscellaneous Civil (MI) limited to Grandparent Visitation and Name Change.
- No other civil type cases

**107.3 Caseload Allocation Plan**

**This chart is based upon 2021 case filings; The 2021 case filings reflect a continuing recovery from the pandemic; that is, in 2020 the impact of the pandemic resulted in over 5,000 fewer cases filed in Elkhart County Courts, than in 2019. In 2021 there was nearly a 3,000 case increase in cases filed in Elkhart County, hence the 2021 case filings demonstrate a significant recovery and continuing increases in 2022 is expected to 2019 levels and beyond.**

<u>Judicial Officer</u>	<u>Circuit</u>	<u>Superior 1</u>	<u>Superior 2</u>	<u>Superior 3</u>	<u>Superior 4</u>	<u>Superior 5</u>	<u>Superior 6</u>
<u>Elizabeth Bellin</u>	<u>5.00</u>						
<u>Dean Burton</u>		<u>2.50</u>	<u>.50</u>			<u>1.00</u>	<u>1.00</u>
<u>Eric Ditton</u>	<u>.50</u>	<u>1.50</u>	<u>.50</u>		<u>1.00</u>	<u>1.00</u>	<u>.50</u>
<u>James Fox</u>	<u>.50</u>	<u>.50</u>					<u>4.00</u>
<u>Total days Reported for all additional Judicial officers</u>	<u>6.00</u>	<u>4.50</u>	<u>1.00</u>	<u>0.00</u>	<u>1.00</u>	<u>2.00</u>	<u>5.50</u>
<u>Have calculated for WCL</u>	<u>2.20</u>	<u>1.90</u>	<u>1.20</u>	<u>1.00</u>	<u>1.20</u>	<u>1.40</u>	<u>2.10</u>
<u>Need for each court</u>	<u>2.42</u>	<u>2.25</u>	<u>1.33</u>	<u>1.07</u>	<u>1.30</u>	<u>1.52</u>	<u>2.45</u>
<u>Utilization totals</u>	<u>1.10</u>	<u>1.18</u>	<u>1.11</u>	<u>1.07</u>	<u>1.08</u>	<u>1.08</u>	<u>1.16</u>

**With the restructuring of the Elkhart County Courts these are prospective Allocations utilizing 2019 case filings which are expected to be the minimal filings in 2023 and 2024 although updates may be submitted when 2022 and 2023 data becomes available. Effective January 1, 2023 through June 30, 2023**

<u>Judicial Officer</u>	<u>Circuit</u>	<u>Superior 1</u>	<u>Superior 2</u>	<u>Superior 3</u>	<u>Superior 4</u>	<u>Superior 5</u>	<u>Superior 6</u>
<u>Elizabeth Bellin</u>	<u>5.00</u>						
<u>Dean Burton</u>		<u>2.00</u>	<u>.50</u>			<u>1.50</u>	<u>1.00</u>
<u>Eric Ditton</u>	<u>.50</u>	<u>1.00</u>	<u>.50</u>		<u>2.00</u>	<u>.50</u>	<u>.50</u>
<u>James Fox</u>							<u>5.00</u>
<u>Total days reported</u>	<u>5.50 days</u>	<u>3.00 days</u>	<u>1.00 day</u>	<u>None</u>	<u>2.00 days</u>	<u>2.00 days</u>	<u>6.50 days</u>



<u>for all additional judicial officers</u>							
<u>Have calculated for WCL</u>	<u>2.10</u>	<u>1.60</u>	<u>1.20</u>	<u>1.00</u>	<u>1.40</u>	<u>1.40</u>	<u>2.30</u>
<u>Need for each court</u>	<u>2.36</u>	<u>2.25</u>	<u>1.36</u>	<u>1.10</u>	<u>1.44</u>	<u>1.73</u>	<u>3.20</u>
<u>Utilization totals</u>	<u>1.12</u>	<u>1.40</u>	<u>1.13</u>	<u>1.10</u>	<u>1.03</u>	<u>1.23</u>	<u>1.39</u>

**Effective July 1, 2023 through December 31, 2023**

<u>Judicial Officer</u>	<u>Circuit</u>	<u>Superior 1</u>	<u>Superior 2</u>	<u>Superior 3</u>	<u>Superior 4</u>	<u>Superior 5</u>	<u>Superior 6</u>
<u>Elizabeth Bellin</u>							<u>5.00</u>
<u>Dean Burton</u>		<u>2.00</u>	<u>.50</u>			<u>1.50</u>	<u>1.00</u>
<u>Eric Ditton</u>	<u>.50</u>	<u>1.00</u>	<u>.50</u>		<u>2.00</u>	<u>.50</u>	<u>.50</u>
<u>James Fox</u>							<u>5.00</u>
<u>Total days reported for all additional judicial officers</u>	<u>1.50 days</u>	<u>3.00 days</u>	<u>1.00 day</u>	<u>None</u>	<u>2.00 days</u>	<u>2.00 days</u>	<u>11.50 days</u>
<u>Have calculated for WCL</u>	<u>1.10</u>	<u>1.60</u>	<u>1.20</u>	<u>1.00</u>	<u>1.40</u>	<u>1.40</u>	<u>3.30</u>
<u>Need for each court</u>	<u>1.33</u>	<u>2.18</u>	<u>1.36</u>	<u>1.10</u>	<u>1.44</u>	<u>1.73</u>	<u>4.23</u>
<u>Utilization totals</u>	<u>1.21</u>	<u>1.36</u>	<u>1.13</u>	<u>1.10</u>	<u>1.03</u>	<u>1.23</u>	<u>1.28</u>

**Effective January 1, 2024**

<u>Judicial Officer</u>	<u>Circuit</u>	<u>Superior 1</u>	<u>Superior 2</u>	<u>Superior 3</u>	<u>Superior 4</u>	<u>Superior 5</u>	<u>Superior 6</u>
<u>Elizabeth Bellin Juvenile</u>							<u>5.00</u>
<u>Dean Burton Civil</u>						<u>5.00</u>	
<u>Eric Ditton Criminal</u>					<u>5.00</u>		
<u>James Fox Title IV-D</u>							<u>5.00</u>
<u>New Magistrate Family</u>							<u>5.00</u>
<u>New Magistrate Criminal</u>		<u>2.25</u>			<u>2.75</u>		
<u>Total days reported for all additional judicial officers</u>	<u>none</u>	<u>2.25 days</u>	<u>none</u>	<u>None</u>	<u>7.75 days</u>	<u>5 days</u>	<u>15 days</u>
<u>Have calculated for WCL</u>	<u>1.00</u>	<u>1.45</u>	<u>1.00</u>	<u>1.00</u>	<u>2.75</u>	<u>2.00</u>	<u>4.00</u>
<u>Need for each court</u>	<u>1.04</u>	<u>1.66</u>	<u>1.02</u>	<u>1.04</u>	<u>3.11</u>	<u>2.09</u>	<u>4.12</u>
<u>Utilization totals</u>	<u>1.04</u>	<u>1.14</u>	<u>1.02</u>	<u>1.04</u>	<u>1.13</u>	<u>1.04</u>	<u>1.03</u>

**107.4 Caseload Review.**

Not later than October 1 of each year, the Administrative Judge with the Court Administrator, shall review the caseload plan to determine if adjustments should be recommended to the judges of the circuit and superior courts.

The administrative judge, after consultation with the judges of the superior and circuit court, may transfer cases to other judicial officers as appropriate. Once a case is assigned or transferred the case shall be heard and processed as all other cases originally filed within that Court.

#### **Rule LR20-TR42-108 Implementation of Divisions**

The judges of the Elkhart Circuit and Elkhart Superior Courts are authorized to transfer cases to effectuate implementation of the Divisions herein established.

#### **Rule LR20-AR00-109. Organization of the Circuit.**

The Circuit Court participates in the Divisional Court process in Elkhart County by hearing a proportional share of all criminal cases in Elkhart County and participate in all court functions as described below in LR20-AR00-110.

#### **Rule LR20-AR00-110. Organization of the Superior Court.**

##### **110.1 Divisions**

The Elkhart superior court consists of six (6) judges.

(a) Three (3) judges of the Elkhart superior court shall serve in the criminal division. Elkhart Superior Court 1; Elkhart Superior Court 3; Elkhart Superior Court 4 are the superior courts of the criminal division. There are two (2) Magistrate Judges assigned to the criminal division.

(b) One (1) judges shall serve in the family division. Elkhart Superior Court 6 is the superior court of the family division. There are three (3) Magistrate Judges assigned to the family division.

(c) Two (2) shall judges serve in the civil division. Elkhart Superior Court 2 and Elkhart Superior Court 5 are the superior courts of the civil division. There is one (1) Magistrate Judge assigned to the civil division.

##### **110.2. Problem-Solving Court.**

A Problem-Solving: Drug Court is established in the Elkhart Superior Court 4. The Problem-Solving: Drug Court shall comply with the Judicial Conference of Indiana Problem-Solving Rules. See:

<https://www.in.gov/judiciary/pscourts/files/pscourts-psc-rules.pdf>

##### **110.3. Misdemeanor and Small Claims Division.**

There is established a small claims and misdemeanor division pursuant to IC § 33-29-2. Traffic violations, infraction and ordinance violation are heard in the Misdemeanor and Small Claims Division. The administrative judge after consultation with the judges of Elkhart superior court and the judge of the Elkhart Circuit court may assign a magistrate or magistrates to this division. Cases in the Misdemeanor and Small Claims Division shall not be deemed assigned to the judge sitting, nor any other Judge, except upon proper motion for change of venue.

##### **110.4. Magistrate Judges.**

Magistrate Judges appointed pursuant to IC § 33-23-5 shall continue in office until removed by the judges of the Elkhart Superior Court and the Elkhart Circuit Court. I.C. § 33-23-5-8.5 provides that a Magistrate Judge has the same powers as a judge expect for the mandate of funds. IC 33-23-5-8.5.

A. Any Court may, with or without the consent of the parties, assign to a Magistrate the responsibility to hear specific currently disputed matters.

B. The Magistrate shall, with reasonable promptness, hear such matters and shall issue findings and orders as allowed by law.

C. Complaints regarding the timeliness of any disposition shall be made to the referring Court.

D. All filings related to any matter referred to a Magistrate shall be made to the Clerk of the Court or Court Staff and forwarded to the Magistrate.

E. No change of venue from a Magistrate shall be granted. A change of venue from the referring Court may be sought under applicable Trial Rules.

F. Referral of a matter to a Magistrate shall not operate as an appointment of a special judge, temporary judge or a judge pro tempore.

### **110.5 Appointment of Court Administrator and Administrative Judge**

- (a) The Elkhart Superior Court judges and the Elkhart Circuit Court judge shall appoint a Court Administrator. The superior and circuit court judges shall determine the duties of the Court Administrator.
- (b) The Superior and Circuit Judges shall appoint one of their members, by a majority determination, as the administrative judge for the Superior Court and the Circuit Courts and determine a term of service for the administrative judge.
- (c) The administrative judge shall supervise the court administrator.
- (d) The administrative judge shall from time to time, but at least annually, report and make recommendations to the superior court judges and the circuit court judge concerning: an annual budget; appointments or selections that are required of a superior court or circuit judge under any statute; Evaluation of the Court Administrator.
- (e) The administrative judge, after consultation with the judges of the superior court and circuit court judge, may determine for the efficient operation and conduct of the superior and circuit courts the assignment of cases and magistrate judges including assigning specific cases normally assigned to a division to a judge or magistrate judge in another division. A judge may be assigned cases in other divisions. A magistrate judge may be assigned cases in other divisions. Calculations of the various Weighted Judicial Measures of the courts, judges and magistrate judges involved should be considered in any such readjustment and assignment of cases.
- (f) Any action of the administrative judge may be modified by a majority of the superior and circuit court judges.

### **Rule LR20-AR15-111. Court Reporter**

Court reporter services in the Elkhart County Courts shall be governed by following local rule.

#### **111.1 DEFINITIONS**

The following definitions shall apply under this local rule:

- 
- (A) A Court Reporter is a person who is specifically designated by a court to perform the official court reporting services for the Court, including preparing a transcript of record.

(B) Equipment means all physical items owned by the court or other governmental entity and used by a court reporter in performing court reporting services. Equipment shall include, but not be limited to, telephones, computer hardware, software programs, disks, tapes, and any other device used for recording and storing, and transcribing electronic data.

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(C) Work space means that portion of the court's facilities dedicated to each court reporter, including but not limited to actual space in the courtroom and any designated office space.

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(D) Page means the page unit of transcript which results when a recording is transcribed in the form required by Indiana Rule of Appellate Procedure 7.2.

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(E) Recording means the electronic, mechanical, stenographic or other recording made as required by Indiana Rule of Trial Procedure 74.

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(F) Regular hours worked means those hours which the court is regularly scheduled to work during any given work week. Depending on the particular court, these hours may vary from court to court within the county but remain the same for each work week.

-

(G) Gap hours worked means those hours worked that are in excess of the regular hours worked but hours not in excess for forty (40) hours per work week.

-

(H) Overtime hours worked means those hours worked in excess of forty (40) hours per work week.

-

(I) Work week means a seven (7) consecutive day week that consistently begins and ends on the same days throughout the year, i.e. Sunday through Saturday, Wednesday through Tuesday, Friday through Thursday.

-

(J) Court means the particular court for which the court reporter performs services.

-

(K) County indigent transcript means a transcript that is paid for from county funds and is for the use on behalf of a litigant who has been declared indigent by a court.

-

(L) State indigent transcript means a transcript that is paid for from state funds and is for the use on behalf of a litigant who has been declared indigent by a court.

-

(M) Private transcript means a transcript, including but not limited to a deposition transcript; that is paid for by a private party.

-

(N) Expedited or rush transcript is one which is requested for delivery within three (3) days, excluding weekends and holidays.

-

(O) Copy Rate means the subsequent order of an existing transcript excluding transcripts in appellate form.

### **111.2 SALARIES AND PER PAGE FEES**

(A) Court reporters shall be paid an annual salary for the time spent working under the control, direction and direct supervision of their supervising court during any regular work hours, gap hours or overtime hours. The supervising court shall enter into a written agreement with the court reporters which outlines the manner in which the court reporter is to be compensated for gap and overtime hours; i.e. monetary compensation or compensatory time off regular work hours.

(B) The maximum per-page-fee a court reporter may charge for the preparation of a county or state indigent transcript shall be \$4.00 and an expedited rate of \$6.00 per page; the court reporter shall submit a claim directly to the county for the preparation of any county indigent transcripts.

(C) The maximum per-page-fee a court reporter may charge for copies is \$2.00 per page.

(D) An additional labor charge approximating the hourly rate based upon the court reporter's annual court compensation may be charged for the time spent binding the transcript and exhibits.

(E) Each court reporter shall report, at least on an annual basis, all transcript fees for the preparation of either county indigent, state indigent or private transcripts to the Indiana Supreme Court Office of Court Administration. The reporting shall be made on forms prescribed by the Office of Court Administration.

(F) Once an original or a copy of a transcript or other recording has been purchased by an individual or party, that person has the right to reproduce the transcript as needed to comply with the Indiana Rules of Trial Procedure, Indiana Rules of Evidence or Elkhart County Local Rules without further financial obligation to the court reporter

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### **111.3 PRIVATE PRACTICE**

(A) If a court reporter elects to engage in private practice through the recording of a deposition and/or preparing of a deposition transcript, and the court reporter desires to utilize the court's equipment, work space and supplies, and the court agrees to the use of the court equipment for such purpose, the court and the court reporter shall enter into a written agreement which must, at a minimum, designate the following:

1) The reasonable market rate for the use of equipment, work space and supplies;

2) The method by which records are to be kept for the use of equipment, work space and supplies; and

3) The method by which the court reporter is to reimburse the court for the use of the equipment, workspace and supplies

(B) If a court reporter elects to engage in a private practice through the recording of a deposition and/or preparing of a deposition transcript, all such private practice work shall be conducted outside of regular working hours.

## **LR20-TR43-112. Exhibits and Court Reporter Records**

### **112.1 Court Reporter Records**

(A) The Court reporter shall retain the mechanical or electronic records or tapes, shorthand or stenographic notes as provided in Administrative Rule 7.

(B) Courts should photograph as much evidence as possible and courts and parties reminded of the requirements of Appellate Rule 29(B).

### **112.2 Exhibits**

(A) After being marked for identification, exhibits that are offered or admitted into evidence shall be placed in custody of the Court Reporter unless otherwise ordered by the Court.

(B) In non-criminal cases, after a case is decided and no appeal is taken, or after all appeals are exhausted, an attorney may request in writing the return of the exhibits which are the property of their client. A detailed receipt shall be filed by the Court Reporter evidencing the return of any exhibits. If no request is made within four (4) months after the above stated period, the Court Reporter may, with Court approval, dispose of the exhibits. If an appeal, retrial, or subsequent appeal has been taken then the exhibits are retained by the Court Reporter for two (2) years from termination of the appeal, retrial, or subsequent appeal and termination, whichever is latest

### **112.3 Retention Periods for Evidence Introduced in Ordinance Violation, Infraction, Criminal Misdemeanor, Class D and Class C, Level 4, Level 5, Level 6 Felonies and Attempts.**

After being marked for identification, exhibits that are offered or admitted into evidence shall be placed in custody of the Court Reporter unless otherwise ordered by the Court. They shall be retained for three (3) years after the case is dismissed, the defendant found not guilty, or the defendant is sentenced, unless an appeal is taken. If an appeal is taken, all such exhibits shall be retained by the court reporter for three (3) years from termination of the appeal, retrial, or subsequent appeal and termination, whichever is later, unless an action challenging the conviction or sentence, or post-conviction action, is pending.

**112.4 Retention Periods for Evidence Introduced in Criminal Class B, Class A, Level 1, Level 2, Level 3 Felonies, Murder and Attempts.**

After being marked for identification, exhibits that are offered or admitted into evidence shall be placed in custody of the Court Reporter unless otherwise ordered by the Court. They shall be retained for twenty (20) years after the case is dismissed, the defendant found not guilty, or the defendant is sentenced, unless an appeal is taken. If an appeal is taken, all such exhibits shall be retained by the court reporter for twenty (20) years from termination of the appeal, retrial, or subsequent appeal and termination, whichever is later, unless an action challenging the conviction or sentence, or post-conviction action, is pending.

**112.5 Non-documentary and Oversized Exhibits.**

Non-documentary and oversized exhibits shall not be sent to the Appellate level Court, but shall remain in the custody of the trial court during the appeal. Such exhibits shall be identified in the Transcript where they were admitted into evidence. Photographs of any exhibit may be included in the volume of documentary exhibits.

Under no circumstances should drugs, currency or other dangerous or valuable items be included in appellate records.

**112.6 Notification and Disposition.**

(1) The Court must provide notice, by mail, or as otherwise provided, herein, (see Appendix) to all attorneys of record and to parties only if unrepresented by counsel, that the evidence will be destroyed pursuant to this Rule if not timely retrieved. Counsel and parties have the duty to keep the Court informed of their current addresses and notice to the last current address shall be sufficient. Court reporters should maintain a log of retained evidence and scheduled disposition dates (see Appendix) and evidence should be held in a secure area. At the time of removal, a detailed receipt must be given to the court reporter by the party receiving and removing the evidence, the receipt will be made part of the court file.

(2) The notice (see Appendix) referred to above shall be actual notice, provided by the Clerk to the Plaintiff upon the initiation of an action and issued to the Defendant(s) pursuant to Trial Rule 4, or sent at the time a party first appears in a case in all cases filed after the effective date of this Rule. The notice referred to above, for all civil cases filed prior to the effective date of this Rule, may be actual notice, if possible issued at the time of a final disposition in the case or, if a final disposition has been entered prior to the effective date of this Rule, at the time the evidence is scheduled for destruction: Provided, however, that for those civil cases in which a final disposition was entered at the trial level more than ten (10) years prior to the effective date of this notice, or with respect to which it is not possible to give actual notice, the Court shall annually issue notice of intent to destroy evidence by publication in a newspaper of general circulation within Elkhart County, posting at the County Courthouse(s).



For all civil cases initiated after the effective date of this rule, the party initiating the action must provide to the Clerk of the Court, at the time the case is initiated or at any time additional defendants are added to the case, a sufficient number of copies of the notice for service upon each defendant, as well as a copy to be returned to each Plaintiff and a copy for the Court's file. For all civil cases initiated prior to the effective date, but disposed of after the effective date of this rule, the Court must be provided with a sufficient number of copies of the notice for service on all parties participating in all matters at which tangible evidence was offered or admitted. Actual notice may be accomplished by electronic mail if so authorized by the local electronic filing rules.

(3) Evidence which is not retaken after notice and expiration of the applicable retention period should be disposed of by the Sheriff, or his agent, on the Court's Order. The Sheriff should be ordered to destroy evidence if its possession is illegal or if it has negligible value. Evidence of some value should be auctioned by the Sheriff with proceeds going to the county general fund. These Rules and their retention periods will take precedence over inconsistent language in statutes, I.C. 35-33-5-5 (c)(2).

(4) Notwithstanding any provision of this rule to the contrary, the Judge of the Elkhart Circuit Court and the Judges of the Elkhart Superior Court shall have the authority to order the destruction of any evidence that is compromised by age, damage, lack of case identifiers or inadvertent destruction.

#### **112.7 Biological Contaminated Evidence.**

A party who offers biologically contaminated evidence must file a pretrial notice with the trial court and serve all the parties so that the Court may consider the issue and rule appropriately before trial. Contaminated evidence may presented to the court as the court may direct, but such contaminated evidence should not be handled or passed to jurors or sent into the jury room unless the court has determined the contaminated evidence has been rendered safe. The court may order photographs or other electronic presentation of the contaminated evidence be substituted for presentation to the jury.

APPENDIX A TO LOCAL GENERAL AND ADMINISTRATIVE RULES:  
NOTICE OF INTENT TO DESTROY

CIVIL CAUSE OF ACTION

Pursuant to Local Rule 111 of the Elkhart County Courts (“Rule”), all exhibits admitted into evidence or pertaining to this case that has been or will be placed in the custody of the Official Court Reporter as exhibits must be taken away by the parties offering them in evidence, **four (4) months** after the case is decided unless an appeal is taken. If an appeal is taken, all such exhibits must be retained by the Official Court Reporter for **two (2) years** from termination of the appeal, retrial, or subsequent appeal and termination, whichever is latest. These time periods may be altered by Court order.

Evidence which is not retaken after expiration of the applicable retention period, above, will be disposed of by the Sheriff, or his agent, on the Court’s Order.

Notwithstanding any provision of the Rule or this Notice to the contrary, the Judge of the Elkhart Circuit Court and the Judges of the Elkhart Superior Court shall have the authority to order the destruction of any evidence that is compromised by age, damage, lack of case identifiers, or inadvertent destruction.

NOTICE OF INTENT TO DESTROY

INFRACTION AND ORDINANCE VIOLATION CASES

Pursuant to Local Rule 111 of the Elkhart County Courts ("Rule"), all exhibits admitted into evidence or pertaining to Case No. \_\_\_\_\_ that has been, or will be placed in the custody of the Official Court Reporter as exhibits must be taken away by the parties offering them in evidence, **four (4) months** after the case is decided unless an appeal is taken. If an appeal is taken, all such exhibits must be retained by the court reporter for **two (2) years** from termination of the appeal, retrial, or subsequent appeal and termination, whichever is latest. These time periods may be altered by Court order.

Evidence which is not retaken after expiration of the applicable retention period, above, will be disposed of by the Sheriff, or his agent, on the Court's Order.

Notwithstanding any provision of the Rule or this Notice to the contrary, the Judge of the Elkhart Circuit Court and the Judges of the Elkhart Superior Court shall have the authority to order the destruction of any evidence that is compromised by age, damage, lack of case identifiers or inadvertent destruction.

NOTICE OF INTENT TO DESTROY

MISDEMEANOR CASES

Pursuant to Local Rule 111 of the Elkhart County Courts ("Rule"), all exhibits admitted into evidence or pertaining to Case No. \_\_\_\_\_ that has been or will be placed in the custody of the Official Court Reporter as exhibits must be taken away by the parties offering them in evidence, **three (3) years** after the case is dismissed, the defendant found not guilty, or the defendant is sentenced, unless an appeal is taken. If an appeal is taken, all such exhibits must be retained by the court reporter for **three (3) years** from termination of the appeal, retrial, or subsequent appeal and termination, whichever is later, unless an action challenging the conviction or sentence, or post-conviction action, is pending. Evidence which is not retaken after expiration of the applicable retention period, above, will be disposed of by the Sheriff, or his agent, on the Court's Order.

Notwithstanding any provision of the Rule or this Notice to the contrary, the Judge of the Elkhart Circuit Court and the Judges of the Elkhart Superior Court shall have the authority to order the destruction of any evidence that is compromised by age, damage, lack of case identifiers or inadvertent destruction.

NOTICE OF INTENT TO DESTROY

CRIMINAL CLASS D, CLASS C, LEVEL 4, LEVEL 5, LEVEL 6 FELONY AND ATTEMPTS

Pursuant to Local Rule 112 of the Elkhart County Courts ("Rule"), all exhibits admitted into evidence or pertaining to Case No. \_\_\_\_\_ that has been or will be placed in the

custody of the Official Court Reporter as exhibits must be taken away by the parties offering them in evidence,

**three (3) years** after the case is dismissed, the defendant found not guilty, or the defendant is sentenced,

unless an appeal is taken. If an appeal is taken, all such exhibits must be retained by the court reporter for

**three (3) years** from termination of the appeal, retrial, or subsequent appeal and termination, whichever is

later, unless an action challenging the conviction or sentence, or post-conviction action, is pending.

Evidence which is not retaken after expiration of the applicable retention period, above, will be disposed of by the Sheriff, or his agent, on the Court's Order.

Notwithstanding any provision of the Rule or this Notice to the contrary, the Judge of the Elkhart Circuit Court and the Judges of the Elkhart Superior Court shall have the authority to order the destruction of any evidence that is compromised by age, damage, lack of case identifiers or inadvertent destruction.

NOTICE OF INTENT TO DESTROY

CRIMINAL CLASS B, CLASS A, LEVEL 1, LEVEL 2, LEVEL3 FELONIES, MURDER AND ATTEMPTS

Pursuant to Local Rule 112 of the Elkhart County Courts (“Rule”), all exhibits admitted into evidence or pertaining to Case No. \_\_\_\_\_ that has been or will be placed in the custody of the Official Court Reporter as exhibits must be taken away by the parties offering them in evidence, **twenty (20) years** after the case is dismissed, the defendant found not guilty, or the defendant is sentenced, unless an appeal is taken. If an appeal is taken, all such exhibits must be retained by the court reporter for **twenty (20) years** from termination of the appeal, retrial, or subsequent appeal and termination, whichever is latest, unless an action challenging the conviction or sentence, or post-conviction action, is pending. Evidence which is not retaken after expiration of the applicable retention period, above, will be disposed of by the Sheriff, or his agent, on the Court’s Order.

Notwithstanding any provision of the Rule or this Notice to the contrary, the Judge of the Elkhart Circuit Court and the Judges of the Elkhart Superior Court shall have the authority to order the destruction of any evidence that is compromised by age, damage, lack of case identifiers or inadvertent destruction.

EVIDENCE RETENTION LOG – CIVIL PROCEEDINGS

-

	<u>Date</u>	<u>Notes</u>
<u>TRIAL COMMENCED</u>		
<u>TRIAL CONCLUDED</u>		
<u>JUDGMENT ENTERED</u>		
<u>APPEAL?</u>	<u>Yes / No</u>	
<u>CERTIFIED OPINION</u>		

<u>COURT OF APPEALS</u>		
<u>CERTIFIED OPINION</u> <u>SUPREME COURT</u>		
<u>FURTHER TRIAL</u> <u>PROCEEDINGS</u>	<u>Yes/No</u>	
<u>NOTICE OF RETREIVAL /</u> <u>INTENT TO DESTROY</u> <u>(When Final disposition</u> <u>occurred prior to</u> <u>MM/DD/YEAR</u>		<u>Plaintiff:</u> <u>Defendant:</u>
<u>DESTRUCTION DATE</u>		

APPENDIX B

STATE OF INDIANA           )           IN THE ELKHART CIRCUIT/SUPERIOR COURT  
\_\_\_\_\_ ) SS:  
COUNTY OF ELKHART   )           CASE NO.

STATE OF INDIANA  
\_\_\_\_\_ -VS-  
\_\_\_\_\_

**CONSENT TO HEARING BY REMOTE ACCESS**  
**USING VIDEO AND/OR AUDIO TECHNOLOGY**

By signing this document, I hereby consent and agree that any future hearings in my case, including a sentencing hearing, may be conducted by remote video and/or audio technology. I waive my right to be physically present in the courtroom.

I acknowledge that if I wish to revoke my consent to hearings being conducted remotely by video and/or audio technology, I must do so in writing.

I understand that even though I consent to appear by remote video and/or audio technology, under certain circumstances I may be required to appear in person as ordered by the Court.

In addition to the Court's authority to conduct remote hearings pursuant to the Indiana Administrative Rules, I consent to any future hearings in my case, including a sentencing hearing, being conducted by remote video and/or audio technology.

I affirm under the penalties for perjury that the foregoing representations are true.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**LOCAL CIVIL RULES.**

**Rule LR20-TR77-201. Filing, Pleading, and Motions.**

**201.1. Paper Filing.**

In that only non-represented litigants may file paper documents with the Clerk, those documents should be flat and unfolded. Documents shall have no covers or backs.

**201.2. Filing with the Clerk.**

In regard to paper and electronically filed pleadings, hereinafter referred to as “all pleadings,” pleadings shall be filed with the Clerk, not directly with the Court, unless otherwise required by the Indiana Rules of Court.

**201.3. Format of Pleadings.**

All pleadings, motions, and other documents shall be prepared in accordance with the applicable provisions of the Indiana Rules of Trial Procedure, the Rules of Access to Court Records and any other applicable rules of court or administrative rules. For the purpose of uniformity and convenience, the following requirements shall also be observed:

**201.3.1. Paper when allowed.**

Pleadings, motions, and other documents shall be either legibly printed or typewritten on white opaque paper so that it is readable. The paper should be eight and one-half inches (8 ½”) in width and eleven inches (11”) in length as required by A.R. 11 and of such strength to withstand being electronically scanned. Any copies, when required, be on white paper of sufficient strength and durability.

**201.3.2. Style, Margins, Spacing, and Font on Paper and Electronic Documents.**

Printing shall be on one side of the paper.

Margins shall be at least one inch (1”). If typewritten, the lines shall be double spaced except for quotations, which shall be indented and single-spaced. Type face shall be 12 font size or larger within the body of the document and 10 font size or larger in the footnotes. The font type must be legible and script type shall not be used. Italicized type may be used for quotations, references, or case citations.

**201.3.3. Caption.**

Every pleading shall contain a caption setting forth the name of the Court, the title of the action and the case number. If a special judge has been assigned to the case, the pleading should also identify the special judge.

**201.3.4. Title.**



All pleadings or motions shall only include one issue. Motions that make multiple requests are not allowed in that the electronic filing system automatically generates the chronological case summary entry. Only one entry is possible for each pleading.

### **201.3.5.Format and Layout.**

A judicial officer may designate forms and layout for pleadings and motions to promote clarity, efficiency, and judicial economy, and to ensure compatibility and appropriate interface with the Odyssey case management systems. Pleadings not conforming to the designated form or layout may be stricken by the Court.

### **201.3.6.Signature, Verification, and Other Requirements.**

Parties and their counsel are required to comply with the verification requirements of T.R. 11, and either the moving party or the party’s attorney of record shall sign, as allowed by T. R. 86, all pleadings and motions before filing with the Clerk of the Court. Every motion, petition, or other pleading filed with the Clerk shall contain the name, organization, physical address, telephone number, and electronic address of the filing party or an attorney for that party. The Clerk shall not accept any motion, petition, notice or other pleading for filing from an unrepresented litigant unless the unrepresented litigant’s current address, phone number and electronic address appear on the pleading, and an opposing party may serve notices and responses on an unrepresented litigant at any address the party has provided on a pleading.

### **201.3.7.Restricted Access.**

Where a motion, petition, or other pleading is excluded from public access under the Rules to Access to Public Record, the parties and their counsel are required to comply with the filing requirements of T.R. 5(G).

## **201.4.Forms.**

### **201.4.1.Chronological Case Summary.**

The Chronological Case Summary (CCS) entry is electronically generated utilizing the proper text code.

### **201.4.2Hearing Dates and Date Lines.**

Hearing dates for filings requiring Court action shall be obtained from the Court Clerk or Court Staff as directed by each Judicial Officer and incorporated in the CCS entry at the time the motion or other pleading is filed. If no date is obtained prior to the filing, there should be a date and time blank line. All date lines that are left blank should be in the format “Date: \_\_\_\_\_ and not: “\_\_\_\_\_ date of \_\_\_\_\_” this allows the Court and Clerk to utilize the automated date stamp available in the Odyssey Case Management System.

### **201.4.3Proposed Forms of Order.**

Proposed forms of order are required for all Motions or other pleadings when there is a request for the court to act in some manner.

## **LR20-TR4-202Service of Process**

### **202.1 Summons, Complaint, and Appearance.**

The party filing the initial pleadings (summons, complaint, appearance, etc.) shall (unless exempted) file by way of the Indiana E-Filing System and pursuant to Trial Rules 4 and 86.

(1) By Certified Mail, Private Process, Publication, other Methods. The initiating party must file a Certificate of Issuance of Summons. If the certified mail service of process is utilized, the initiating party must cause the return receipt card to be returned to the initiating party, not returned to the Clerk, the initiating party then files same with the Clerk.

(2) By Elkhart County Sheriff. Once the signed Summons is returned from the Clerk and the fee for Service of Process by Sheriff has been paid to the Clerk, it is the initiating party's obligation to deliver the document(s) to the Elkhart County Sheriff to be served. It is the requesting party's responsibility to provide the Elkhart County Sheriff with three copies of any document(s) to be served along with a proof of payment for this service. Documents may be hand-delivered or mailed to the Elkhart County Sheriff. See T.R. 4.12.

Once the document(s) are served by the Elkhart County Sheriff, the Elkhart County Sheriff shall forward the document(s) to the Clerk for entry into the Chronological Case Summary.

If the Elkhart County Sheriff service method is utilized, the initiating party is not required to file a Return of Service.

**202.2 Certificate of Issuance of Summons.** See T.R. 86(G)(2).

Once service is initiated, a Certificate of Issuance of Summons must be filed. See Form C (1) in Appendix.

**202.3 Return of Service.**

After proof of service is returned to the initiating party, a Return of Service must be filed so that it will appear on the Chronological Case Summary. See Form C (2) in Appendix. Note: if e-filing the Return of Service, the filer must specify in the comment field the name of the document(s), the party's name who service was attempted on, and an indication whether service was either served or not served.

**202.4 Serving Non-Registered Persons.**

A person who has not registered or otherwise cannot access the IEFS but who is entitled to service of a paper or pleading in a matter shall be served in accordance with Trial Rule 4.

**202.5 Method of Service on items other than Summons**

Counsel or an unrepresented party submitting a motion, petition, notice, pleading or proposed order shall indicate the method of service of process.

**202.6 Service by the Clerk.**

Whenever the Clerk is required by rule or statute to give notice, the party or parties requesting such notice shall furnish the Clerk with sufficient copies of the notice to be given, along with stamped, addressed envelopes with the names and the addresses of the parties or their counsel to whom such notice is to be given.

**202.7 Service.**

Parties are required to demonstrate that service was effected by the manner most likely to ensure actual notice to the person or entity served.

### **202.8. Documents.**

The official record of any document submitted is the electronic version of the document, the Clerk shall convert any paper document submitted to an electronic version as soon as same is received by the Clerk.

### **LR20-AR00-203 Court Files.**

No paper Court file nor any part thereof may be removed from the custody of the Court Clerk by any person, including any attorney or Judge of this or any other Court, except upon authorization by the regularly presiding Judicial Officer to which the case is assigned and then only upon such terms and conditions as may be provided by the Judicial Officer in the Order for authorization.

### **LR20-TR7-204 Motions**

#### **204.1 Scheduling Motions for Hearings.**

Except for motions to correct error or not likely to require a hearing, all motions shall be scheduled for hearing as directed by each Judicial Officer. It shall be the responsibility of the moving party or counsel for the moving party to secure the date and time of the hearing from the Clerk or Court personnel who maintain the calendar for each Judicial Officer. It shall also be the responsibility of the moving party or counsel for the moving party to coordinate the hearing date with all opposing counsel or unrepresented parties.

#### **204.2. Motion to Correct Error.**

It is within the sound discretion of the assigned Judicial Officer whether a hearing shall be held on a motion to correct error; however, any party may request a hearing upon a motion to correct error by filing a written request by separate motion at any time before the Court has ruled upon such Motion.

#### **204.3. Oral Argument on Motions and Other Pleadings.**

Unless otherwise required by these rules or any other rules of Court issued by the Indiana Supreme Court, it is within the sound discretion of the assigned Judicial Officer whether to allow oral argument; however, any party may file a request for oral argument by filing a written request by separate motion contemporaneously or at any time before the Court has ruled upon the motion or pleadings to be argued.

### **LR20-TR55-205 Motion for Default Judgment**

#### **205.1 General Requirements.**

In addition to the specific requirements set out below in sections 205.2 – 205.6, a Motion for Default Judgment shall generally include the following attachments and information:

1. Affidavit of Debt. The Affidavit of Debt shall include the following information as known or requested by the moving party.

a. The default date;

b. The unpaid balance of the account; and,

c. Any fees, including attorney's fees or late fees, separately enumerated.

2. Supporting Documentation. The following supporting documents shall also be provided:

a. Affidavit of Attorney's Fees and be accompanied by the written instrument or citation to other authority allowing for recovery of attorney's fees;

b. Affidavit of Non-Military Service, including the Service members Civil Relief Act Status Report from the Department of Defense;

c. Written instrument allowing for the recovery of any other amounts sought, including interest rates and other fees; and,

d. Attachment showing method of computation used to arrive at the amount requested.

3. Court costs shall not be added into a general judgment. A separate award and judgment for court costs is required.

**205.2 Affidavit of Debt: Assignments.**

1. If the plaintiff is not the original creditor, the Affidavit of Debt shall include:

a. A statement by plaintiff (or plaintiff's counsel, if plaintiff is represented by counsel), that the statute of limitations to bring an action to collect the defendant's debt has not expired; and,

b. Attached exhibits, which must include:

1. A copy of the contract or other writing evidencing the original debt, which must contain a signature of the defendant. If a claim is based on credit card debt, and no signed writing evidencing the original debt ever existed, then a charge-off statement or monthly statement recording the most recent purchase transaction, payment, or balance transfer shall be attached;

2. A chronological listing of the names of all prior owners of the debt and the date of each transfer of ownership of the debt, beginning with the name of the original creditor, identifying the debtor's name and/or account number with specificity; and,

3. A certified or other properly authenticated copy of the bill of sale or other document that transferred ownership of the debt to the plaintiff, identifying the debtor's name and/or account number with specificity.

**205.3 Insurance Subrogation Cases.**

In cases involving a personal injury and/or property damage subrogation claim, a Motion for Default Judgment shall include the following additional attachments and information:

1. Affidavit including:

a. Date of the occurrence; and,

b. Amount of damages requested;

2. Copies of all relevant medical bills paid, consistent with A.R. 9 (G);

3. Copies of all relevant repair estimates;

4. Affidavit of Non-Military Service;

5. Copies of all relevant checks, deposits, receipts, and other similar documents written by the insurance company; and,

6. An attachment entitled "Computation of Damages," showing method of computation used to arrive at the amount requested.

**205.4 Loan Installment Contract / Repossession Cases**

In cases involving loan installment contracts or repossession, a Motion for Default Judgment shall include the following additional attachments and information:

1. A copy of the original signed contract, which must contain a signature of the defendant;

2. Documents showing:

a. If the personal property was repossessed and sold, the date and place of sale;

b. Gross amount from sale of personal property;

c. All deductions (itemized) from gross sale amount; and,

d. Any other deductions made (itemized);

3. An itemization of all amounts paid on the contract by the debtor;

4. Affidavit of Attorney's Fees or other fees;

a. Must comply with LR20-TR00-16; and,

b. Be accompanied by the written instrument or citation to other authority allowing for recovery of attorney's fees;

5. Affidavit of Non-Military Service.

**205.5 Credit Card Cases**

In cases involving a credit card debt, a Motion for Default Judgment shall include the following additional attachments and information:

1. Affidavit of Debt must include:

a. Charge off date;

b. Original credit card company;

c. Unpaid balance;

d. Date of last payment and amount;

e. Date account was opened;

f. Account number, consistent with Rules to Access to Court

Records;

g. Date debtor defaulted on the account;

h. Interest rate requested;

i. Type of account (e.g., Visa, department store); and,

j. Late fees, over-limit fees, and any other fee requested, along with

a monthly breakdown of each amount;

2. Affidavit of Attorney's Fees and be accompanied by the written instrument or citation to other authority allowing for recovery of attorney's fees;

3. Actual credit card monthly billing statement from the date of last

payment or last purchase (whichever is later), showing:

a. Original creditor;

b. Debtor's name;

c. Debtor's address;

d. Date of last payment and/or purchase;

e. Interest rate; and,

f. All fees requested;

4. Affidavit of Non-Military Service; and,

5. Attachment showing method of computation used to arrive at the amount requested.

#### **205.6 Medical Bills.**

In cases involving medical bills, a Motion for Default Judgment shall include the following additional attachments and information:

1. Affidavit of Debt must include:

a. Original provider and date for each service;

b. Name of the individual to whom each service was provided;

c. Unpaid balance;

d. Date account was closed;

e. All accounts and account numbers consistent with Access to

Court Records Rules;

f. Date debtor defaulted on account(s);

g. Interest rate sought (if any);

2. Affidavit of Attorney's Fees or any other fees and be accompanied by the written instrument or citation to other authority allowing for recovery of attorney's fees;

3. Copy of each medical bill showing the date and amount of each service, original provider, and to whom the service was provided;

4. Copy of all assignments (from original provider to Plaintiff);

5. Copy of the contract (if any);

6. Affidavit of Non-Military Service; and,

7. Documentation showing secondary liability if judgment is sought

against a person to whom services were not provided (this must be

provided for each date of service).

## **LR20-TR7-206 Other Motions and Hearings**

### **206.1 Motions to Amend Pleadings**

All motions to amend pleadings must contain a written representation of the moving party's attorney that the attorney has advised opposing counsel of the substance of the motion and that opposing counsel either consents or objects to the motion or that the motion may be submitted for ruling by the Court without hearing or briefing. Upon being advised of opposing counsel's objection, the moving party's attorney shall request a date for hearing.

### **206.2 Motions Not Likely to Require Hearing.**

The following motions may be granted without a hearing and without a response from the non-moving party:

(1) Motion for Initial Enlargement of Time for Answer;

(2) Motion to Dismiss complaint by Plaintiff when no answer has been filed;

(3) Motion to Dismiss Counterclaim by Defendant when no reply has been filed;

(4) Motion to Amend any pleading; such motions may be summarily granted or denied unless the Court determines that a hearing should be scheduled;

(5) Unopposed motion and joint motions.

### **206.3 Briefs and Memoranda Regarding Motions.**

If a party desires to file a memorandum in support of any motion, the memorandum should be filed simultaneously with the motion.

### **206.4 Motions to Strike or to Insert New Matter.**

Subject to Trial Rule 12(F), every motion to insert new matter or to strike out any part or parts of any pleading, deposition, report, order or other document in a case shall be made in writing and shall set forth the words sought to be inserted or stricken. Each set of words to be inserted or stricken shall be in a separate specification and each specification shall be numbered consecutively.

### **206.5 Initial Enlargement of Time for Answer.**

An initial written motion for enlargement of time to file an Answer shall be automatically allowed for an additional thirty (30) days from the filing of the motion, or until two (2) days before the Case Management Conference, if set by the court, whichever is earlier. This rule shall not apply if the defendant requesting the motion has already been defaulted. For this rule to be applicable, the motion must be filed on or before the original due date. The motion shall include: the date on which the Defendant was served with the Complaint and Summons; the date Defendant's response to Plaintiff's Complaint is due; a statement that the motion is filed prior to the original date Defendant's response is due; a statement that the Defendant has not been defaulted; the

date on which the Case Management Conference, if set by the court, is currently set to be conducted; and the new proposed deadline for the Defendant to file the Answer (which shall be at least two days before the scheduled Case Management Conference, if set by the court).

**206.6 Enlargement/Modification of Time/Deadlines for All Matters Other Than an Initial Enlargement to Answer a Complaint.**

A motion for enlargement of time to file any response (other than to file an Initial Enlargement to Answer a Complaint as permitted in section 206.5 of this rule), and a motion to modify any other deadline (other than hearing dates or trial dates) shall be verified, shall state the grounds for the requested relief with particularity, shall state the date the original response is due, shall state the new date the moving party proposes for the response is to be due, shall list all future conferences, hearings and trial dates set in the case, and shall state whether the other parties agree with or object to the motion. The motion shall be in the form provided at Appendix E. A proposed order that is substantially similar to the form set out in Appendix F - Order Amending Deadlines, modified for the particular motion, shall also be filed. A party's failure to strictly comply with these requirements may subject the motion to summary denial. Motions to modify court conferences, hearing dates and trial dates are governed by Local Rule LR20-TR53.5-210

**206.7 Motions Must Be Filed Separately.**

Motions must be filed separately from other pleadings, proposed Orders, and other motions. Otherwise, such motions are considered "dual pleadings," and will be stricken from the Record.

**206.8 Trial Rule 12 Defenses.**

A motion to dismiss asserting Trial Rule 12 defenses must be filed separately from the Answer. The Court will not rule on defenses asserted under Trial Rule 12 until the party who raised the defense files a motion separate from its Answer.

**LR20-TR56-207 Motion Practice Regarding Dispositive and Other Complex Matters**

**207.1 SCOPE OF RULE**

This rule applies to:

1. Trial Rule 12 Motions;
2. Trial Rule 37 Failure to Make or Cooperate in Discovery;
3. Trial Rule 56 Motions for Summary Judgment;
4. Trial Rule 65 Injunctions and Restraining Orders;
5. Motions to Exclude under I.R.E. 702(a) and 702(b); and
6. Other complex or Dispositive Motions

**207.2 SEPARATE DOCUMENTS.**

3. Motions must be pled separately, but alternative motions may be filed in a single pleading if each is named in the title following the caption.
4. The following documents must be filed separately:
  - 6.i.a. Motion for Summary Judgment;
  - 6.i.b. Memorandum in Support;
  - 6.i.c. Designation of Evidence and Table of Contents;
  - 6.i.d. Response Memorandum; and



6.i.e. Reply memorandum.

If no evidence is designated, no separate Designation of Evidence or Table of Contents is required.

**207.3 SUMMARY OF ARGUMENT REQUIRED.**

The Memorandum in Support of Motions for Summary Judgment and Response Memorandum must contain a Summary of Argument not to exceed two pages and located at the beginning of the Memorandum.

**207.4 TIME LIMIT FOR FILING A MOTION, RESPONSE, OR REPLY.**

7. All motions are subject to the deadlines provided by statute and the Indiana Rules of Trial Procedure.
8. RESPONSES: A party must file any response brief to a motion (other than Motions for Injunction Relief or Restraining Orders) within 30 days after the motion is served. Any response to a Motion for Injunctive Relief or for a Restraining Order must be filed within 7 days after the motion or application is served.
9. REPLIES. The moving party must file any reply brief within 10 days after the response is served.
10. EXTENSIONS. The Court may extend a deadline, if allowed by law.
11. SUR-REPLY. Sur-Replies are disfavored and will only be permitted with leave of the court in extraordinary circumstances. A Request to file a Sur-Reply must be filed no later than five (5) days after service of a Reply. Entry of service of notice of denial is not required. A Sur-Reply may not be filed with, nor attached to, the Request. If the Request is granted, the Sur-Reply must be filed within 10 days after the Request was granted.
12. SUMMARY RULINGS. The Court may rule on a motion summarily if an opposing party does not file a response before the deadline.

**207.5 PAGE LIMITS.**

3. RULE. Supporting and response briefs (excluding tables of contents, tables of authorities, and appendices) must not exceed 25 pages. Reply briefs must not exceed 25 pages. A Sur-Reply must not exceed 5 pages.
4. EXCEPTION. The Court may allow a party to file a brief exceeding these page limits for extraordinary and compelling reasons. But if the Court permits a brief to exceed 25 pages, it must include:
  - d. a table of contents with page references;
  - e. an issue statement; and
  - f. a table of authorities, including
    - iii. all cases (alphabetically arranged), statutes, and other authorities cited in the brief; and
    - iv. references to where the authorities appear in the brief.

**207.6 MOTIONS TO STRIKE DESIGNATIONS SUBMITTED IN SUPPORT OF OR OPPOSITION TO MOTIONS FOR SUMMARY JUDGMENT AND MOTIONS TO STRIKE SUMMARY MEMORANDA**

1. At the time a Response to Motion for Summary Judgment is filed, the non-moving party's Motion to Strike, if any, must also be filed.

2. Upon a motion, the Court may permit a party to file a Supplemental Designation of Evidence in support of the Reply Memorandum.

3. A party objecting to such a Supplemental Designation must file its Motion to Strike, if any, within 7 days of the Motion to File a Supplemental Designation of Evidence.

4. A Motion to File a Supplemental Designation of Evidence must not exceed the page limits outlined in E.

5. At the time a Reply Memorandum is filed, the moving party's Motion to Strike, if any, must also be filed.

6. A Motion to Strike and supporting argument must not exceed the page limits outlined in section

207.5.

7. Any opposition to a Motion to Strike must not exceed the page limits outlined in section 207.5 and must be filed no later than 7 calendar days after the Motion to Strike is filed.

**207.7 FORMATTING**

## 1. PAGINATION.

- a. All of the pages of each document listed in section 207.2 must be separately and consecutively paginated.
- b. Every page of each document must contain a page number, beginning with page 2.
- c. The page numbers may be affixed to a page by type, stamp, or handwriting.
- d. Page numbers must appear in the bottom of the page and must be formatted to indicate each page number in relation to the total of the pages in the document (e.g., "Page 1 of 14"; "1 of 14"; "p. 1/14"; "p. 1 of 14").

## 2. DESIGNATION OF EVIDENCE AND TABLE OF CONTENTS.

- a. The first item set out below the caption of the case in the Designation of Evidence and Table of Contents must be the Table of Contents.
- b. The Table of Contents must clearly designate each Exhibit relied upon in the Motion or Response.
- c. Each Exhibit must be affixed with a Title and Exhibit Letter. No document or individual page may be designated as evidence that does not contain an Exhibit Letter and short Title.
- d. The Table of Contents must contain the beginning and ending page number for each Exhibit.
- e. The entire Designation of Evidence and Table of Contents must be consecutively paginated (i.e., "Bates-stamped") in the manner described in section 207.7, beginning with the caption on page 1.

## 3. EXHIBIT DESIGNATION AND TITLES.

- a. Exhibits within the Designation of Evidence and Table of Contents must begin with the letter "A" and proceed through the alphabet.
- b. The Exhibit Title must identify the specific document by its content, such as "Affidavit of Mary Rose"; "Credit Card Statements 2007-2019"; and "Deposition of John Henry."
- c. The Exhibit Letter and Title of the Exhibit must match the Exhibit Letter and Title as stated in the Table of Contents.
- d. If a document is authenticated or referenced by an Exhibit, it must be marked as a subpart to that Exhibit and must be specifically and accurately referenced in the authenticating or reference document.
- e. As with each Exhibit, each subpart to an Exhibit must be identified in the Table of Contents.
- f. If any document contains an Exhibit Letter or Exhibit Number from an earlier filing, the earlier letter or number must be removed to avoid confusion. However, when necessary to authenticate an earlier document, the earlier letter or number must remain on that document, and the Exhibit must also contain and be identified in the Table of Contents by the new Exhibit Letter.
- g. Citations must be to the page number referenced in the Table of Contents.

4. DESIGNATION OF EVIDENCE EARLIER FILED. Documents that are designated as evidence that have already been filed or issued in the case, such as the Complaint, Answer, Orders, the relevant portions of another party's designated evidence, etc., must be listed and included in the Designation of Evidence and Table of Contents and assigned an Exhibit Letter and short Title as required in section 207.3 (3).

## **207.B ENFORCEMENT OF RULE.**

1. VIOLATIONS OF THIS RULE. If a party files any document in violation of this Rule, the Court, in its discretion, may issue an appropriate order.

2. DEFECTIVE FILING. If the Court strikes, as a defective filing, a party's Motion, Designation of Evidence and Table of Contents, Memorandum, or other filing related to this Local Rule, the Court may allow the party to cure the defective e-filing within 120 hours. If the party submits a cured document within 120 hours of the striking Order, excluding days the Court is closed, the document is deemed timely filed as of its original filing.

3. LATE FILINGS. Any motions, memoranda, or other documents filed within 48 actual (not Court business) hours of a hearing generally pertaining to the subject matter of the hearing may be stricken in the discretion of the Court.

## **LR201TR-86-208 Proposed Orders**

### **208.1 Matters in which Proposed Orders are Required.**

Prior to entry by the Court of orders granting motions, the moving party shall, unless the Court directs otherwise, furnish the Court with proposed orders in the following matters:

- (1) enlargement of time
- (2) continuance
- (3) default judgment
- (4) compel discovery
- (5) dismissal
- (6) appointment of receiver
- (7) appointment of guardian
- (8) appointment of personal representative
- (9) immediate possession of real estate
- (10) immediate possession of personal property
- (11) petition for certification of interlocutory appeals
- (12) staying further proceedings by reason of bankruptcy, appeal, or other grounds
- (13) request for hearing
- (14) extensions of dispositive motion filing deadlines and resetting the dispositive motion hearing and other hearings (See Appendix G)
- (15) attorney's withdrawal of appearance
- (16) other orders, judgments, or decrees as the Court may direct.

This local rule does not apply to judgments on general verdicts of the jury or upon a decision announced by the Court. Failure to comply with this local rule may result in the motion being summarily denied.

**208.2Form.**

All proposed orders shall:

- (1) be a document that is separate and apart from the motion;
- (2) contain all relevant detail of the relief granted by the order (a single statement, such as "Motion granted" is not sufficient in detail);
- (3) contain the proper caption of the case;
- (4) contain page numbers that appear in the bottom of the page, and must be formatted to indicate each page number in relation to the total of the pages in the document (e.g., "Page 1 of 14", "1 of 14", "p.1/14", "p.1 of 14");
- (5) at the right margin contain a line for the signature of the judge on the last page of the proposed order under which shall be typed "Judge, Elkhart Superior Court" or "Magistrate, Elkhart Superior Court", or "Judge, Elkhart Circuit Court", or "Magistrate, Elkhart Circuit Court", whichever is applicable (it is also preferred that this line include the judge's/magistrate's name);

\_\_\_\_\_ (6) at the left margin of the judge’s signature line, contain a date line, stating the following:  
“Date: \_\_\_\_\_”; and,.

\_\_\_\_\_ (7) provide approximately two inches of blank space provided between the last typed paragraph of the proposed order and the date and signature lines. \_\_\_\_\_

**208.3.Orders Following Other Hearings.**

\_\_\_\_\_ As directed by the Court, a party or an attorney for a party shall prepare a proposed order based on the decision rendered by the Court. The party so directed shall prepare the proposed order in a timely manner and, upon filing, shall advise the chambers of the applicable judicial officer that the proposed order has been prepared and filed. Unless otherwise directed or given leave of the Court, proposed Orders in emergency matters shall be filed within forty-eight (48) hours after a hearing; proposed Orders in other matters shall be filed within seven (7) days as computed by Ind. Trial Rule 6.

**208.4 Proposed Orders on Motions for Summary Judgment.**

\_\_\_\_\_ Proposed orders on motions for summary judgment, when appropriate, may contain the following language permitted in T.R. 56 (C): “there is no just reason for delay and the Court expressly directs entry of final judgment as to less than all the issues, claims or parties.”

**LR20-TR53.1209 Failure to Rule—Informal Procedure**

\_\_\_\_\_ If a Judge or Magistrate fails to set a motion or hearing or fails to rule on a motion within the time period specified in Trial Rule 53.1(A), and if no action has been taken as provided in Trial Rule 53.1(D) or (E), an interested party may seek an informal resolution of the Judge’s failure by making an ex parte request to the Administrative Judge of Elkhart Circuit and Superior Court. If the Judge who has failed to rule is the Administrative Judge of the Elkhart Circuit and Superior Court, an interested party may make the request to one of the other Judges of the Elkhart Circuit and Superior Court.

**LR20-TR53.5210 Continuances of Hearings and Trials**

**210.1 Motion.**

\_\_\_\_\_ A motion for continuance of a court conference, hearing or trial, unless made during the conference, hearing or trial, shall be verified, stating the grounds with particularity, and shall state whether the other parties agree with or object to the motion. The motion shall include a list and a description of all deadlines and conferences, hearings/trial dates presently set in the case. A form of this motion is provided at Appendix G.

**210.2. Party Signing Requirement.**

\_\_\_\_\_ The Court, in its discretion, may require any written motion or stipulation for continuance to be signed by the party requesting the continuance, in addition to the party’s attorney’s signature.

**210.3. By Stipulation of Counsel.**

\_\_\_\_\_ The stipulation to continue the conference, hearing or trial of any pending matter shall state, with particularity, the grounds for the continuance and must be signed by all attorneys of record.

**210.4 Time for Filing**

Motions or stipulations for continuance of a conference, hearing or trial shall be filed as soon after the cause for continuance or delay is discovered, and no later than seven (7) days before date set, unless the reason is shown by affidavit to have occurred within the seven (7) day period.

### **210.5 Court's Discretion.**

The Court in its discretion may grant or deny a motion or stipulation for continuance of a conference, hearing or trial.

### **210.6 Rescheduling.**

All matters continued shall be rescheduled as determined by the Court.

## **LR20TR00211 Attorney's Fees and Court Costs**

### **211.1 Motion for Attorney Fees**

No order granting a request for attorney fees shall be made unless fees are allowable under applicable law and there has been evidence furnished by testimony or affidavit of the attorney. The testimony or affidavit shall include: a. the attorney's bar license number; b. identity of the party represented by the requesting attorney; c. the attorney's hourly rate; d. the total of the fees requested; e. the amount of time expended and a general description of each time entry; f. the fact that the services and time were reasonably necessary considering the nature and complexity of the matter; and, g. a statement regarding reasonableness of the fees requested, including the usual and customary charges. Exception to this requirement shall be when a request is made for a standardized attorney fee for bringing a Rule to Show Cause.

### **211.2 Attorney Fees per contract**

In instances where the fee is allowable under contract, an attorney's affidavit must also be accompanied by the contract language showing that attorney's fees are recoverable. The contract shall be attached to the affidavit as an exhibit.

### **211.3 Court Costs**

Court costs shall not be added into a general judgment. A separate award and judgment for court costs is required.

### **211.4 Judicial Notice**

Judicial notice of reasonable fees shall not be taken. In any event, the award of attorney fees shall be within the sound discretion of the Court. At the time judgment is entered, the Court may award up to an additional two (2) hours of reasonably anticipated post-judgment collection-related attorney's fees.

### **211.5 E-Filing "Convenience Fee."**

E-Filing Service Providers (EFSP's) charge varying rates in the form of a "convenience fee." All EFSP's are required to collect this fee (which, in 2019, was approximately 3.5%) when e-filing. The EFSP's then forward this amount to the State to help defray the costs related to the credit card processing fees incurred by the State's system. Some EFSP's will charge an additional fee on top of this convenience fee. Convenience fees shall not be recoverable as part of court costs. Convenience fees may otherwise be recoverable by contract

or statute. In instances where the fee is allowable under contract, the request must also be accompanied by the contract language showing the fee is recoverable. The contract shall be attached to an affidavit as an exhibit.

**Rule LR20-AR8-212.**

**212.1.Court Designation.**

Documents should designate the court in which the matter is filed.

**212.2.Case Designation.**

At the time of filing, the party initiating the case should properly designate the case type in the case number pursuant to Administrative Rule 8.

**212.2.1.Failure to Designate.**

If a filing is presented without a case type designation on each summons and complaint, the entire filing may be rejected or stricken. Should a case be accepted with an incorrect designation, the court may order the matter to be re-docketed with the correct case type designation and may require that the filing party pay a re-docketing fee.

**212.2.2.Advice and Assistance.**

The Clerk or deputies may provide assistance to the filing party in this regard, but should not be required to make a legal judgment as to the correct case type designation. Any questions or doubts should be referred to Judicial Officer in the court receiving the filing.

**Rule LR20-ACR4-213.Access to Court Records.**

**213.1.Confidential Records.**

The following information is excluded from public access and is confidential:

- (1) Information that is excluded from public access under Federal Law;
- (2) Information that is excluded from public access under Indiana statute or Court rule;
- (3) Records that are sealed by Federal or State law or by court order;
- (4) All personal notes and email deliberative material of judicial officers, jurors, court staff, and judicial agencies, including without limitation the Adult Probation Department, the Juvenile Probation Department whether maintained in electronic or paper format;
- (5) All information recorded in a personal data assistant (PDA) or other electronic organizer or calendar system, whether maintained in electronic or paper format;
- (6) Diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal under Ind. Code 5-14-3-4(b)(7);
- (7) Advisory or deliberative material created, collected, or exchanged by, between, or among Judicial officers, including notes, journals, or minutes of Judge's Meetings;
- (8) Information excluded from public access by a specific court order.

**213.2.Access to Confidential Records.**

Information that is excluded from public access and is confidential may not be accessed without prior written authorization of the Judicial Officer who is assigned to a particular matter or is responsible for supervising that office or department that created, maintained, or archived the information.

**Rule LR20TR3.1-214: Appearance and Withdrawal of Appearance of Counsel.**

**204.214.1. Appearances.**

Counsel and unrepresented parties appearing after the filing of the original complaint shall forthwith notify all other counsel of record and unrepresented parties of such appearance and file proof of such notice. Each counsel or party shall file an appearance form that includes a mailing address, telephone number, cellular phone numbers for text messaging for court date reminders and email address. The notice may include a post office box, but must include a physical street address.

**214.2. Withdrawal of Appearance.**

Unless authorized by the party in open Court or in writing or upon appearance of other counsel, an attorney will be permitted to withdraw his appearance for a party only after filing a Motion to Withdraw and providing the party ten (10) days notice pursuant to TR 3.1(H).

**214.3. Service of Notice to Withdraw.**

The attorney must demonstrate service of process of the Motion to Withdraw to the attorney's client and all other parties.

**214.4. Contact Information.**

A. In cases where the withdrawal of appearance shall leave the client unrepresented, the Motion to Withdraw must contain the address, telephone number, cellular number for text messaging for reminder of court dates and email address of the client where service of documents can be delivered or other notice can be provided.

B. The notice must include

1. The present status of the case;
2. Any scheduled hearing dates;
3. Of client's duty to keep court informed of client's mailing address, email address, and telephone number;
4. That client will be held to the same standard of conduct as a licensed Indiana attorney; and,
5. That the client should act promptly to secure new counsel.

C. Automatic Withdrawal. There is no longer an automatic withdrawal in a civil law case.

**Rule LR20TR41(E)-215. Dismissal for Lack of Prosecution.**

**215.1. Initiated by Court.**

Notice of T.R. 41(E) hearings for dismissal due to lack of prosecution will be routinely issued and served upon affected parties and counsel.

**215.2. Initiated by Parties.**

Nothing in Rule 205.1 above shall affect the right of any party to file a motion pursuant to T.R. 41. Unless otherwise directed by the regularly presiding Judicial Officer.

**Rule LR20TR12-216. Pleading and Motions under Trial Rules 12 and 56.**

**216.1. Supporting Memorandum of Law.**

All pleadings and motions filed pursuant to Trial Rules 12 and 56 shall be accompanied by a separate supporting brief. An adverse party shall have thirty (30) days after service of the motion in which to serve and file an answer brief. Subject to Court approval, the moving party may file a reply brief. With regard to all other motions or matters submitted to the Court, and so long as consistent with Indiana Rules of Procedure, an adverse party wishing to respond shall do so within fifteen (15) days of service. Each motion shall be separate, while alternative motions filed together shall each be identified on the caption. Failure to file an answer brief or reply brief within the time prescribed shall be deemed a waiver of the right thereto and shall subject the motion to summary ruling.

**216.2. Hearing; Hearing Date; Opposing Memorandum.**

Hearing dates should be requested by the parties.

**216.3.1 Notice to Parties in Mortgage Foreclosure (MF) Causes of Action.**

A party filing a mortgage foreclosure (MF) cause of action shall cause to be served on the resident a copy of the Notice Concerning Mortgage Foreclosure, which is attached hereto and made a part hereof as Appendix A. Should the plaintiff fail to comply with the rule, the Court may refuse to enter default judgment, refuse to grant judgment on the pleadings or take similar action until compliance is demonstrated. Additionally, should plaintiff's failure to comply with this rule result in additional costs to the defendant, the Court may order the plaintiff to pay reasonable expenses, including attorney fees, that are related to the plaintiff's noncompliance. See also, Ind. Code 32-30-10.5 et seq.

**216.3.2 Notice to Unrepresented Parties Regarding Trial Rule 56 Motions.**

Notwithstanding any other rule of court, if a party is proceeding as an unrepresented and an opposing party files a motion for summary judgment, counsel for the moving party must serve a notice upon the unrepresented party as set forth in Appendix B, which is attached hereto and made a part hereof.

**216.4. Required Notices to Parties.**

**216.5. Appearance by Counsel at Scheduled Hearings.**

Whenever the Court schedules a hearing on a motion pursuant to Trial Rule 12 and/or 56, counsel for all represented parties shall appear in person or by local co-counsel at such hearing.

**Rule LR20TR55-217. Default Judgments.**

**217.1. Proper Service.**

At the time of the request for entry of a default judgment under T.R. 55, the moving party must demonstrate that service has been perfected on the party or parties against whom default is sought.

**217.2. Affidavit for Judgment by Default.**



At the time of filing of a motion for default judgment or at the time of a hearing scheduled for entry of a default judgment, the moving party shall file an affidavit indicating that the party or parties against whom default is sought is not a member of the military service, is neither a minor nor incompetent, and is not institutionalized.

### **217.3. Affidavit of Attorney Fees.**

At the time of filing of a motion for default judgment or at the time of a hearing scheduled for entry of a default judgment, a moving party who is requesting an allowance of attorney's fees shall file an affidavit executed by the attorney requesting the fee. The affidavit shall be in a form and substance to enable the Court to determine if attorney's fees are appropriate, and if so the reasonable amount of fees. The affidavit shall set forth the authority for the Court to award attorney's fees (i.e., statute, contract, etc.) and the basis upon which the proposed fees were computed (i.e., the hourly rate, the number of hours employed or anticipated to be employed in obtaining and enforcing a judgment herein). In the absence of an affidavit or sworn testimony in lieu thereof, no attorney's fees shall be allowed.

### **Rule LR204R26218. Discovery Requests.**

#### **218.1. Filing with the Court.**

As envisioned by the Trial Rules, requests for discovery shall be served upon the parties and should not be filed with the Court unless in connection with a dispute concerning compliance with prior discovery requests. The procedure for addressing discovery disputes is outlined in Rule 208.4 below.

#### **218.2. Format of Discovery Requests.**

Parties shall utilize digital format in discover matters including, but not limited to interrogatories, requests for production, requests for admissions and other requests for discovery.

#### **218.3. Interrogatories.**

All interrogatories to parties propounded pursuant to T.R. 33 shall be signed and dated by the propounding party.

#### **218.4. Scheduling of Depositions.**

Pursuant to their obligations under the Indiana Rules of Professional Conduct attorneys shall make a good faith effort to schedule depositions in a manner in which avoids scheduling conflicts. Unless agreed by counsel or otherwise authorized by the court, no deposition shall be scheduled on less than ten (10) days notice.

#### **218.5. Discovery Disputes.**

To promote the orderly and expeditious handling of cases to trial readiness, counsel shall attempt in good faith to resolve all disagreements between or among themselves concerning the necessity for and scope of discovery, the necessity to seek sanctions, and protection against discovery under T.R. 26 through T.R. 37. After personal consultation and good faith attempts to resolve differences as to the foregoing matters, counsel for any or all parties may move to compel discovery, invoke sanctions, or seek protection against discovery as aforesaid. As a part of such motion, the party shall recite the date, time, and place of the personal consultations

and the names of the participants. If counsel for any party advises the Court in writing that counsel for any other party has refused or delayed consultation hereby contemplated, the Court shall take such action as is appropriate to preclude, obviate, or avoid further delay. Where an objection is raised during the taking of a deposition which threatens to prevent the completion of the deposition and which counsel have a good faith belief is susceptible to resolution by the court without the submission of written materials, any party may recess the deposition for the purpose of submitting the objection by telephone or other electronic means as allowed by the court to a judicial officer for a ruling instanter, subject to the availability of and within the discretion of the judicial officer. Prior to contacting a judicial officer for such a ruling, all parties shall in good faith confer or attempt to confer in an effort to resolve the matter without court intervention and, if court action is necessary, the parties shall inform the judicial officer of the efforts taken to attempt to resolve the matter.

## **Rule LR20-TR16-219. Pre-trial Procedures.**

### **219.1. Purpose of Pre-trial Procedure.**

This rule is intended to accomplish the original purpose of pre-trial procedure – to simplify the issues, make cases easier, quicker, and less expensive for the Court, lawyers, and litigants and to aid the efficient preparation of a case.

### **219.2. Pre-trial Conference.**

A pre-trial conference of Court and counsel may be scheduled by the Court on its own motion or at the request of counsel for any party in any civil case in which, in the discretion of the Court, possible problems can be identified, the course and progress of the case, the necessity, sequence, and scope of discovery should be anticipated, planned, scheduled, or estimated for the orderly and expeditious handling of it by Court and counsel. At the pre-trial conference, the Court may designate deadlines for discovery, dispositive motions, or alternative dispute resolution. The Court may also provide the parties with proposed dates for trial, additional pre-trial conferences, and/or require the filing of a pre-trial order. The Clerk shall endeavor to give at least thirty (30) days notice of the initial pre-trial conference to the parties.

### **219.3. Alternative Dispute Resolution.**

On the Court's own motion or initiative, the parties may be required to attempt alternative dispute resolution (ADR). Such ADR efforts may include, at the Court's discretion, mediation and/or settlement conferences and may require one or more sessions or sessions lasting a specific amount of time.

One or more of the parties may request that the Court order the parties engage in ADR. Such a request must be in writing and must be accompanied by a memorandum informing the Court of the nature of the case, the attorneys or unrepresented litigants involved, and a history of the settlement negotiations that have taken place to that date and that the previous settlement negotiations made in good faith have failed.

At any mediation or settlement conference, counsel for each party shall be present, in person, virtually or as ordered by the court and each party or a designated representative having complete authority to settle the matter in question shall be present in person, virtually or as ordered by the court. Any party intending to appear

by a designated representative shall advise all other parties to the mediation or settlement conference of that fact and of the identity of the designee not fewer than ten (10) days prior to the commencement of the mediation or settlement conference. Failure to participate in good faith in person, virtually or as ordered by the court may result in sanctions.

**219.3.1. Mortgage Foreclosures on Real Estate.**

Settlement Conferences pursuant to IC 32-30-10.5-10 shall be conducted.

**219.4. Adequate Preparation for Pre-trial Conference.**

The purpose of the pre-trial conference being to narrow and simplify the issues for trial and to expedite the trial, counsel shall report for such conference with the Judicial Officer after full preparation including an adequate meeting of counsel as contemplated by T.R. 16(c). In all cases counsel shall be prepared to indicate to the Court whether the case may be tried to a jury of six and whether the Judicial Officer may conduct all of the voir dire examination of prospective jurors or the initial voir dire examination with supplemental inquiry by counsel.

**219.5. Completion of Discovery.**

In cases in which a preliminary pre-trial conference has been held under Rule 12(b), discovery shall be made in accordance with the scheduling thereof then ordered. In cases in which no preliminary pre-trial conference has been held, all discovery shall be completed prior to the pre-trial conference and no discovery shall be conducted thereafter unless, upon motion or stipulation showing good cause therefore, an order is entered permitting further discovery within time to be prescribed by the Court.

**219.6. Attendance by Trial Counsel Required.**

Unless otherwise directed by the Court, each pre-trial conference shall be attended without exception by any party proceeding as an unrepresented litigant and at least one of the attorneys for each of the parties who will participate in the trial of the case and who shall be authorized to deal comprehensively with all subjects on the agenda. Attendance may be in person, virtually or as ordered by the court. Failure to participate in good faith is subject to sanctions.

**219.7. Failure to Attend.**

Failure to attend and adequately participate in pre-trial conferences as intended by T.R. 16 may result in reassignment of the cause to the bottom of the appropriate assignment list, issuing an order pursuant to T.R. 41(E), and/or the imposition of appropriate sanctions.

**219.8. Setting for Trial.**

Civil cases may be set for trial at the pre-trial conference or as otherwise directed by the assigned Judicial Officer.

**Rule LR20-TR39-220. Scheduling Trials.**

**220.1. Trial Settings.**

All cases scheduled for trial shall be ready for trial on the date scheduled unless otherwise directed by the Court. Where multiple trials are set on one day, all trial settings shall be considered first settings and the parties shall be ready for trial on the date scheduled unless the parties have been advised of a notice of priority as described in Rule 220.2 below.

**220.2. Notice of Priority.**

At the time of setting the case for trial, upon motion of either party and for good cause shown, the Court may order that the parties are entitled to notice of priority. Where notice of priority has been ordered for multiple trials set on the same day, the case assigned a second setting shall stand for trial if the parties are given forty-eight (48) hours prior notice and cases assigned a third subsequent setting shall stand for trial if the parties are given seven (7) days notice or as ordered by the court.

**220.3. Continuances of Trial Settings.**

All motions for continuances shall be in writing and shall set forth specifically the grounds asserted for such motion. Unless otherwise directed or excused by the Court, all attorneys of record and parties proceeding unrepresented shall appear before the Court on the date of the trial setting or as directed by the Court. The Court may assign a new trial setting on the date of the original trial setting, or on the date a continuance is granted, or as otherwise directed by the Court.

**220.4. Imposition of Costs for Late Settlement.**

If a civil case is settled less than forty-eight (48) hours prior to the time it is scheduled for trial, or is settled after 10:00 a.m. on the Friday prior to a Monday trial setting (or a Tuesday is after a Monday that is a legal holiday) any costs incurred by the Court as a result of the late settlement of the case may be assessed as allowed by law against the parties in a manner the Court deems appropriate.

**Rule LR20-TR47-221. Jurors.**

**221.1. Jury Lists.**

The Court will maintain lists of petit jurors who are subject to call during any session of the Court's calendar year term. Such juror lists will contain brief biographical data concerning each member of the panel. Prior to trial, the Judicial Officer will provide counsel with a list of the petit jurors called for the trial of that particular case, juror biographical data, and a juror seating chart. Juror lists and biographical information shall be confidential.

**221.2. Alternate Jurors.**

By agreement of the parties or on order of the Court, alternative jurors may be selected and seated, selection thereof to be made after the jury itself has been selected. All jurors, both regular and alternate, shall be sworn as a panel. The parties may also agree to waive the selection of alternate jurors.

**221.3. Special Venire.**

The Court may call a special venire as provided by statute.

**221.4. Voir Dire Examination.**

The Court may conduct the entire voir dire examination of prospective jurors or may permit counsel or unrepresented parties to do so. The Court shall conduct such portion of the voir dire examination as the parties shall stipulate. If the Court conducts the entire examination, counsel shall be given an opportunity to suggest supplemental questions or lines of inquiry. Further voir dire examination shall be conducted pursuant to the Indiana Jury Rules.

**221.5. Passing and Acceptance of Jurors.**

Unless otherwise approved or directed by the Court, the one pass rule shall be followed; that is, the passing of an individual juror following the voir dire examination of a panel of prospective jurors of which that juror was a member shall constitute an acceptance of that juror by the party so passing. Challenges shall be made at the bench outside the hearing of the prospective jurors and may be made by use of paper of uniform size or as otherwise directed by the Court.

**Rule LR204TR51-222. Trial Procedures.**

**222.1. Exhibits. 222.1.1. Marking in Advance.**

All exhibits shall be marked in advance of trial or during recesses in the trial in accordance with the practice of the Official Court Reporter so that the trial is not delayed for the marking of exhibits.

**222.1.2. Custody of Official Court Reporter.**

After being marked for identification and offered into evidence, whether or not admitted into evidence, all exhibits and proposed exhibits necessary to the record on appeal shall be placed in the custody of the Official Court Reporter who shall be responsible for their safekeeping until otherwise ordered by the Judge.

**222.1.3. Return to Parties.**

Any model, diagram, exhibit, or proposed exhibit shall be returned to the party offering it upon request to the reporter after the time for appeal has elapsed or the possibility of further appeal is exhausted, unless the Court otherwise orders.

**222.1.4. Disposal.**

Where no request for the return of exhibits or proposed exhibits is made within ninety (90) days of final judgment, the same may be disposed of by the Official Court Reporter as the Court may direct.

**222.2. Instructions Requested at Commencement of Trial.**

All requests for special instructions tendered in accordance with T.R. 51 shall be submitted to the Court not later than the commencement of the trial or in advance of trial if ordered by the Court. The Court shall, in the interests of justice, permit the tender of additional instructions during the trial on matters which could not have been reasonably anticipated in advance of trial. Requests for special instructions shall contain citations to supporting authorities. Instructions shall be exchanged by counsel as directed by the Court.

**222.3. Objections to Admissibility of Evidence.**

All objections to the admissibility of evidence or to procedure during trial shall be made at the bench in sidebar conference outside the hearing of the jury.

**Rule LR20TR76-223. Change of Venue**

**223.1. Payment of Transfer Fee.**

When a change of venue from the County is granted, all accrued costs and the fee for transfer must be paid to the Clerk by the moving party within ten (10) days after the transfer order is entered.

**223.2. Failure to Pay Fee.**

In the absence of such payment, the movant will be deemed to have abandoned the motion so the Clerk will not perfect the change, the cause will be restored to the docket of this Court, and this Court shall resume general jurisdiction of the cause in accordance with T.R. 76.

**Rule LR20TR79-224. Special Judge Selection.**

**224.1. Selection of Agreed Special Judge.**

Within seven (7) days of the notation in the Chronological Case Summary of a judge granting a motion for change of judge or recusing or disqualifying from a case pursuant to T.R. 79(C) or otherwise, the parties shall attempt to select a special judge by agreement. As required by T.R. 79(D), the parties shall have seven (7) days within which to file a written agreement:

**224.2. When No Agreed Special Judge.**

When a change of judge has been granted and the parties are unable to agree upon a special judge or have agreed to proceed directly under this subsection: a. If the case is in the Elkhart Superior Court 2, it must be transferred to Elkhart Superior Court 5. b. If the case is in Elkhart Superior Court 5, it must be transferred to Elkhart Superior Court 2.

**224.3. Failure of Special Judge to Accept or to Qualify; Failure to Meet Selection Deadlines**

If, after the above transfer, the judge of the transferee court is unable to hear the case, the Chief Judge of the administrative judicial district of which Elkhart County is a member, must appoint a special judge first from the other judicial officers within Elkhart County regardless of divisional assignment and then from the judges within the judicial district. If the Chief Judge of the administrative judicial district is unable to make the appointment, the district judge, who is not a judicial officer in Elkhart County, with the most time of judicial service shall make the appointment. The appointed judge under this local rule must accept the case unless: a. Disqualified under the Code of Judicial Conduct; b. Ineligible under the Trial Rules; or c. Excused by the Indiana Supreme Court.

**224.4. Discontinuation of Service as Special Judge.**

In the event a special judge who has assumed jurisdiction thereafter fails to act or notifies the parties that the judge no longer can serve as special judge, a regularly presiding judge of the court in which the case is pending shall assume jurisdiction; provided such judge has not previously served in the case and is otherwise eligible to serve. If the regularly presiding judge cannot assume jurisdiction under this section, then selection of a successor special judge shall proceed under T.R. 79 (D) and this rule.

**Rule LR20TR63-225. Senior Judges, Temporary Judges, and Judges Pro Tempore.**

All routine appointments of Senior Judges, Temporary Judges, and Judges Pro Tempore shall be made by the Judge of the Circuit Court or any Judge of the Superior Court.

**Rule LR20-TR69-226. Proceedings Supplemental; Other Collection Remedies.**

**226.1. Post-Judgment Proceedings.**

Post-judgment proceedings shall not be instituted until thirty (30) calendar days have elapsed since the entry of a final decree or judgment in the records of the Clerk of the Court. The Court may waive this requirement where it is shown that a party will be unduly harmed by its enforcement or where a rule of court or statute specifically provides otherwise.

**226.2 Filing of Proceedings Supplemental and Interrogatories.**

Motion for Proceedings Supplemental and Orders for Proceedings Supplemental shall not include Interrogatories to the garnishee-defendant. Interrogatories to the garnishee-defendant shall be served as allow for any other Discovery. Interrogatories shall not be returned to the court, but to the Party issuing the interrogatories and only filed with the court upon application for garnishment or other final order. They shall be filed in normal course by e-file if the party is represented by counsel and may be filed in paper only if party is not represented by counsel.

**226.3. Notification of Appearance; Local Counsel.**

If at the time of filing of a proceedings supplemental or any time thereafter, counsel for the moving party or a party proceeding pro se determines that he or she will not attend the hearing in person, the counsel or the moving party shall notify the Court in writing of the substitute or local counsel who will be in attendance at the hearing. Failure to comply with these notification procedures may be enforced by direct contempt of court.

**226.4. Special Post-Judgment Procedures.**

Unless an emergency or other good cause is shown, any party filing for an extraordinary collection remedy (e.g., account freeze, employment information, or garnishment) shall have filed previously a proceedings supplemental and interrogatories responses, as appropriate.

**226.5. Penalties for Failure to Comply.**

Unless good cause is shown, the failure of counsel or a moving party to comply with this rule or to appear for a scheduled hearing on proceedings supplemental may be enforced by contempt of court, and may result in a monetary fine or other appropriate penalty.

**226.6. Notice of Debtor Rights.**

All parties filing a Verified Motion for Proceedings Supplemental under T.R. 69 shall include either on the order page, or on a separate page a NOTICE OF DEBTOR RIGHTS as depicted in Appendix D, with conspicuous language as to a defendant's right to appear before a judicial officer.

**Rule LR20-AP9-227. Appellate Records.**

When an appeal is initiated by the filing of a Notice of Appeal pursuant to Appellate Rule 2, Indiana Rules of Appellate Procedure, and a transcript of all or any part of the evidence is sought for the record on appeal, the party or counsel filing the Notice shall electronically deliver a copy of the Notice to the Official

Court Reporter, shall advise the reporter Official Court Reporter of the deadline for preparation of the record, and shall arrange to pay the Official Court Reporter for the preparation of the transcript.

**LR20-AR00228Electronic Endorsement of Mental Health Commitments.**  
**228.1**

All applications for Emergency Detention must comply with I.C. 12-26-5-1 et. seq. The required application must be signed by at least one physician. At the discretion of the judicial officer, an application may be submitted to the court in electronic format. A judicial officer authorized to issue a warrant in the county in which the individual whose detention is sought is present may endorse the application electronically. The original Emergency Detention application documents and a record of electronic transmission must be maintained by the sending party.

**228.2**

All seventy-two (72) hour Mental Health Commitments signed by any Judicial Officer shall be filed in Civil Division the next regular business day.

**Appendix A**

**NOTICE REGARDING MORTGAGE FORECLOSURE**

**GET HELP.GET HOPE.**

FROM THE

**INDIANA HOUSING & COMMUNITY DEVELOPMENT AUTHORITY**

AND ITS

**INDIANA FORECLOSURE PREVENTION NETWORK**

Your mortgage lender has filed to foreclose on your home. According to Indiana law, you may be entitled to a court-ordered settlement conference. This provides an opportunity for you and your lender to negotiate a “foreclosure prevention agreement” that may allow you to keep your home.

**If you want to take advantage of this right, you must notify the Court of your intention no more than 30 days after this Notice was served.** You may, but are not required to, notify the Court by signing this Notice where indicated and mailing or delivering it to the appropriate Court as indicated on the Summons. You should also send a copy of the signed Notice to the lender’s attorney at the address shown in the Summons.

If you choose to participate in a settlement conference, the Court will schedule it to take place at least 25 days, but no more than 60 days after the date of this Notice. You have the right to be represented by an attorney or assisted by a mortgage foreclosure counselor, either in person or by telephone, at the settlement conference.

We urge you to contact the Indiana Foreclosure Prevention Network (the “Network”) to assist you in this process. The Network will help you find a foreclosure prevention counselor and/or an attorney who is knowledgeable in the foreclosure process. This is a **free and confidential** service that is provided by the State of Indiana and coordinated by the Indiana Housing and Community Development Authority. You can reach the Network by calling **1-877-GET-HOPE(1-877-438-4673)** or by visiting [www.877GetHope.org](http://www.877GetHope.org).

Mortgage foreclosure is a complex process. People may approach you about “saving” your home. You should be careful about any such promises, **especially if you are asked to pay for their services** If you believe that



you have been a victim of a “foreclosure rescue scam.” you should contact the Office of the Attorney General’s Home Owner Protection Unit by calling 1-800-382-5516.

Date of Notice: \_\_\_\_\_

\*\*\*\*\*

\*\*\*\*\*

**I want to participate in a foreclosure prevention settlement conference:**

**Sign Here:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Case No.** \_\_\_\_\_ **(please insert # from Complaint)**

Developed and prescribed by IHCDA as required by P.L. 105-2009r

**Appendix B**

**NOTICE REGARDING SUMMARY JUDGMENT MOTION**

**READ THIS NOTICE AND THE ENCLOSED PAPERS- A MOTION FOR SUMMARY JUDGMENT HAS BEEN FILED AND, IF UNOPPOSED, THIS MOTION MAY RESULT IN JUDGMENT BEING ENTERED AGAINST YOU WITHOUT A HEARING OR TRIAL.**

The Courts of Elkhart County, Indiana require that this notice be sent to you about the motion for summary judgment that was filed by the opposing party. This notice does not contain legal advice, but does provide important information about your legal options. Please read it carefully.

The opposing party has filed a motion for summary judgment pursuant to Indiana Trial Rule 56(C). The motion alleges that the facts are not in dispute and the Court can rule as a matter of law. The motion asks the Court to enter judgment in favor of the opposing party without a trial.

As you are not represented by counsel, you are hereby advised of your obligation to respond to the summary judgment motion. Your previous answer, denial or even counter-claim in response to the original complaint is not sufficient to defend a motion for summary judgment. Unless you submit your own affidavits (or other documentary evidence) or a response that specifically identifies information within the existing court records that contradict the factual assertions of the evidence designated in the motion for summary judgment and supporting materials, any factual assertions in our motion and supporting documentation will be accepted by the Court as true. In essence, your failure to respond to the pending motion for summary judgment would be equivalent to failing to present any evidence in your favor at a trial.

If you wish to file a response to the motion, the Court must receive your response within thirty-three (33) days after your opponent's motion was mailed to you. Failure to meet this timeframe will result in the Court being unable to consider your response or any attachments thereto.

Either party may request a court hearing on the summary judgment motion. A written request for a hearing must be received by the Court no later than ten (10) days after the response was filed or is due. The hearing will not be a trial, and neither party will be able to present evidence at the hearing. However, either party may make legal argument and refer to the evidence designated with the summary judgment motion or with any response. If no request for a hearing is filed with the Court, the Court may decide the motion without a hearing based on the affidavits and documents filed by the parties.

Any response or request for hearing must be served (or mailed) on the attorney for the opposing party. A response (or other pleading) filed with the Court must include a statement that you have complied with this requirement. Your statement may be in the following form: "I delivered a copy of this response to (Attorney Name) by United States Mail on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_."

As with any legal matter, you may wish to consult with and/or retain an attorney to represent you in this lawsuit and to assist you in responding to our motion for summary judgment.

[If appropriate under the Federal Fair Debt Collection Act, the following identifying information should be included with the Notice:

Notice Provided by:

Attorney Name

Law Firm (if any)

Address

Telephone Number

Electronic Address (e-mail)

Our Law Firm is a debt collector. This Notice is provided as part of an attempt to collect a debt, and any information obtained by us will be used for that purpose. As we represent an opposing party, we cannot provide you with legal advice.]

**Appendix C**

**CERTIFIED MAIL**

I hereby certify, as indicated in the date issued field, that a copy of this I hereby certify, as indicated in the date issued field, that a copy of this

document was sent to the named person at the address furnished, by document was sent to the named person at the address furnished, by

registered/certified mail at return registered/certified mail at, return receipt requested. receipt requested.

Date Issued: \_\_\_\_\_ Date Issued: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Clerk of the Elkhart Circuit and Superior Courts Signature of Party or Attorney

**ADMISSION OF SERVICE**

I received a copy of this document on this date \_\_\_\_\_ and at this location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Party Relationship (if not the within named party)

**RETURN OF SERVICE BY SHERIFF OR OTHER OFFICER**

Enter the alphabetical letter in the space provided to indicate the type of service.

**I served a copy of this document as specified: ( \_\_\_\_\_ )**

READING/delivering a copy (A) to the within named property

LEAVING A COPY for the within named party

(B) with the SPOUSE, named: (F) with a SECRETARY, named:

(C) with a RELATIVE, named: (G) with the ATTORNEY, named:

(D) at the RESIDENCE, located at address below: (H) with this person (OTHER – specify)

(E) with the EMPLOYER, named:

\_\_\_\_\_  
\_\_\_\_\_

Specify the name of person, work supervisor, place of business, or location where copy was left.

(Check if applicable) \_\_\_\_\_ And by sending a copy of this document by first-class mail to the last known address of the within named person as indicated:

\_\_\_\_\_  
\_\_\_\_\_

Last Known Address of Person Named in the document (or Change of Address) **TO BE COMPLETED BY PARTY COMPLETING SUMMONS**

**I did not serve a copy of this document because: ( \_\_\_\_\_ )**

(I) the party was NOT FOUND / NO SUCH ADDRESS (R) the party was on VACATION

(J) the document EXPIRED (S) the party was NOT FOUND / VACANT

(K) the party AVOIDED service (T) the party was NOT FOUND / MOVED

(L) the party REFUSED service (U) the party was NOT FOUND IN THIS BAILIWICK

(M) the party was NO LONGER EMPLOYED at that address (V) INSUFFICIENT ADDRESS OR INFORMATION WAS GIVEN

(N) the document was RETURNED by the authority of the plaintiff (W) the location is NO LONGER IN BUSINESS

(O) the party is DECEASED (X) several attempts were made / UNABLE TO SERVE

(P) the party was UNKNOWN AT THAT ADDRESS (Y) of the following reason (OTHER – specify):

(Q) the party was on SICK LEAVE / LAY OFF

**I affirm, under the penalty of perjury, that the foregoing representations are true.**

Date served / Attempted Time Served / Attempted Signature of Sheriff of Elkhart (or \_\_\_\_\_ ) County, Indiana (or other Officer) and Badge No.

**APPENDIX**

STATE OF INDIANA

COUNTY OF ELKHART

Plaintiff, \_\_\_\_\_ ELKHART CIRCUIT / SUPERIOR COURT

v. \_\_\_\_\_ CASE NO. 20 - \_\_\_\_\_

Defendant. \_\_\_\_\_

**ORDERTO APPEAR**

Upon proper filing of a Verified Motion in the Proceeding Supplementary, the Court now finds said Motion is sufficient.

IT IS THEREFORE ORDERED that the DEFENDANT(s) \_\_\_\_\_,

\_\_\_\_\_ , APPEAR before this Court at \_\_\_\_\_ on / / at

\_\_\_\_\_ AM or appear virtually at the office of counsel for the Plaintiff to answer as to the Defendant's non-

exempt property subject to Proceedings Supplemental to execution. In lieu of said appearance, the Garnishee may answer the following interrogatories and return them to the Plaintiff by mail within twenty-five (25) days after service.

ENTERED the date file stamped hereon \_\_\_\_\_

\_\_\_\_\_  
JUDGE, ELKHART CIRCUIT / SUPERIOR COURT

#### APPENDIX E

#### NOTICE OF DEBTOR RIGHTS

The judgment debt can be collected from income you receive or property you own unless the income or property is protected from collection. If it is protected, it is called “exempt.”

When you appear in Court, you will be asked to describe the property you own and the amount of income you have. You cannot be jailed for not paying your debts. You can, however, be arrested if you ignore a Court order that requires you to appear.

When you appear, in person or virtually, you will meet with a representative of the creditor, in person or virtually, that was awarded a judgment against you. You may attempt to reach an agreement to make payments toward your debt. **However, you have the right to appear before a Judge or other Judicial Officer.** You should request to appear before the Judge or other judicial officer if the judgment holder will not agree that certain income or property listed below is exempt.

Example of Exempt Income:

1. Wages: The federal minimum hourly wage is currently \$7.25. A part of minimum wage earnings cannot be garnished. The part that cannot be garnished is the lesser of (a) 30 hours of minimum wage earnings (which is \$217.50) or (b) seventy-five percent (75%) of your net earnings. Here is an example of how (a) and (b) work:

Example: If your net income is \$300.00 a week, you could be garnished in the amount of:

- a (a) \$82.50 ( $\$300.00 - \$217.50 = \$82.50$ ) [calculation (a) – note how the exempt amount of \$217.50 is first subtracted and set apart from your net income, to leave the balance that may be subject to garnishment] or

- b (b) in the amount of \$75.00 (\$300 x .25 = \$75) [calculation (b) – since calculation (b) requires seventy-five percent (75%) of your net income to be exempt, you calculate the remaining percentage – twenty-five percent (25%) – of your net income].

Since \$75 is less than \$82.50, the amount garnished should be \$75. The higher amount of income remaining, \$225 in this example (seventy-five percent (75%) of your net earnings), is exempt. This exemption is usually applied automatically.

2. All Social Security benefits, and certain retirement accounts, such as an IRA.

3. All Veterans Administration, Unemployment Compensation, and Workers Compensation benefits

Example of Exempt Property:

1. Intangible Personal Property (cash, bank accounts, etc.) up to a Maximum of \$400.00.

2. All money in a bank account that only receives deposits from exempt sources, such as Social Security.

3. A home you own or are buying--Equity value up to \$19,300.00 per debtor is exempt. If you and your spouse both owe the debt and both own or are buying the home, you each receive an equity exemption of \$19,300.00.

4. A home that you and your spouse own or are buying together-- If you and your spouse own or are buying your home as husband and wife (“tenants by the entireties”) and if the debt is owed by only one spouse, the entire equity value of the home is exempt.

5. Tangible personal property (cars, furniture, etc.) with a total combined value of up to \$10,250.00.

Please note that this Notice of Rights applies only to debts you owe to an individual or a business; it does not apply to Child Support collection or to debts owed to the Government. Exemption laws are complicated. The above information is not a final determination of your rights or a complete description of the law.

---

You may wish to seek legal advice from these (or other) organization

Free or Low cost legal services:

Elkhart Legal Aid, Inc

315 S. Second St.

Elkhart, IN 46516

574-294-2658

**Center for Legal Justice (Se Habla Espanol)**

121 S. Third St.

Elkhart, IN 46516

574-295-6148

www.centerforlegaljustice.net

**The Volunteer Lawyer Network, Inc.**

P.O. Box 1358

117 N. Main St.

South Bend, IN 46624 574-277-

0075 volunteerinc@att.net

/www.volunteerlawyernetwork.org/

**Indiana Legal Services South Bend Office**

401 E. Colfax Suite 116

South Bend, IN 46617 800-288-

8121

**Notre Dame Legal Aid Clinic**  
725 Howard St.  
South Bend, IN 46617 574-631-  
6704 [www.law.nd.edu/legal-aid-](http://www.law.nd.edu/legal-aid-clinic/)  
[clinic/](http://www.law.nd.edu/legal-aid-clinic/)















**APPENDIX**

**MOTION FOR ENLARGEMENT/MODIFICATION OF TIME/DEADLINES FORM**

STATE OF INDIANA )

ELKHART SUPERIOR/CIRCUIT COURT

---

) SS:

\_\_\_\_\_ )  
COUNTY OF ELKHART )

CASE NO. \_\_\_\_\_

\_\_\_\_\_



Plaintiff,

VERIFIED MOTION FOR

vs.

ENLARGEMENT/MODIFICATION OF

TIME/DEADLINES

\_\_\_\_\_

Defendant.

\_\_\_\_\_ (party), by counsel, moves the Court for an  
enlargement/modification of time. In support, I swear and affirm, subject to the penalties for perjury,  
that the following representations are true:

1. The reason for this request is (state reason with particularity).

2. The (describe) is currently due on (date), and the undersigned requests the deadline be extended/modified to: (date).

3. All future conferences, hearings and trial dates in this case are: (list and describe).

4. (List all other parties) does not object/objects to this extension of time.

5. This request does not/does impact other deadlines, court conferences/hearing/trial dates presently set in this case (if applicable, list and describe all impacted deadlines, conferences/hearings/trial dates).

WHEREFORE, (party) requests an extension/modification of time to and including (date) to file its (describe). (Signature block for attorney)

**APPENDIX**

**ORDER AMENDING DEADLINES**

) SS:

---

COUNTY OF ELKHART )

CASE NO. \_\_\_\_\_

\_\_\_\_\_

Plaintiff, \_\_\_\_\_ ORDER AMENDING DEADLINES

VS.

---

Defendant. )



On \_\_\_\_\_, Plaintiff/Defendant filed \_\_\_\_\_. The Court now  
GRANTS the motion, and thus, the Order dated \_\_\_\_\_ is amended as follows:

1. The previous deadline of \_\_\_\_\_ regarding \_\_\_\_\_ is vacated. All  
\_\_\_\_\_ (describe, e.g., dispositive motions, including motions for  
summary judgment, motions to dismiss, and motions for judgment on the pleadings) shall be filed by  
\_\_\_\_\_.

2. No court conferences, hearings or trial dates are impacted or modified by this Order. / The court  
conference/hearing on the \_\_\_\_\_ motion currently scheduled for

\_\_\_\_\_ is vacated, and the conference/hearing is now reset to  
\_\_\_\_\_ at a.m./p.m.

Dated: \_\_\_\_\_

\_\_\_\_\_ JUDGE



**APPENDIX H**

**MOTION TO CONTINUE COURT CONFERENCE/HEARING/TRIALFORM**

STATE OF INDIANA ) ELKHART SUPERIOR/CIRCUIT COURT

) SS: \_\_\_\_\_

COUNTY OF ELKHART ) CASE NO. \_\_\_\_\_

\_\_\_\_\_

Plaintiff, \_\_\_\_\_ ) VERIFIED MOTION TO

vs. \_\_\_\_\_ ) CONTINUE COURT CONFERENCE/  
HEARING/TRIAL

\_\_\_\_\_

Defendant.\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ (party), by counsel, moves the Court to continue the court  
conference/hearing/trial that is set for \_\_\_\_\_ (date). In support, I swear and affirm,  
subject to the penalties for perjury, that the following representations are true:

1. The reason for this request is (state reason with particularity).

2. All future court conferences/hearings and trial dates in this case are: (list and describe all the hearings and trial dates).

3. All deadlines that are presently set in this case are: (list and describe all the deadlines).



4. (List all other parties) does not object/objects to this continuance.

WHEREFORE, (party) requests the Court to continue the conference/hearing/trial now set for (date).

Signature block for attorney or party

**LOCAL CRIMINAL RULES FOR ELKHART COUNTY SERIES 300**

**Rule LR20CR00-301. Criminal Cases.**

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**301. Intent of the Local Criminal Rules.**

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Criminal cases shall be governed by this rule which is adopted to conserve the time of the Court and counsel and to expedite and assure the disposition of criminal cases within the constraints imposed by C.R. 4 and is intended to provide a routine procedure for the advancement of cases from filing to disposition. They shall be construed to secure the just, speedy and efficient determination of every action.

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**Rule LR20CR21-302. Application of Local Rules.**

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The local administrative and trial rules shall apply to all criminal proceedings so far as they are not in conflict with any other Rule of Trial Procedure; the Rules of Criminal Procedure or any other Rules promulgated by the Indiana Supreme Court.

**Rule LR20CR2.2-303. Assignment of Criminal Cases.**

**303.1. Grand Jury Proceedings and Indictments.**

**303.1.1. Convening a Grand Jury.**

The Circuit Court shall call and conduct all Grand Jury proceedings.

**303.1.2. Docketing Grand Jury Proceedings.**

Each newly impaneled grand jury shall be assigned a case number on the miscellaneous criminal docket. All pre-indictment motions, orders and other filings pertaining to matters before that grand jury shall bear that particular case number and shall be maintained by the Clerk under seal if ordered by the Court.

**303.1.3. Pre-indictment Challenges to Subpoenas or Proceedings.**

All pre-indictment challenges to grand jury subpoenas or grand jury proceedings shall be made in writing and filed with the clerk, and shall recite all pertinent facts including the grand jury number, the date of service of the subpoena, the appearance or production date of the subpoena, and the law. Motions to quash or limit a grand jury subpoena shall be filed and served upon the Prosecuting Attorney no later than seven (7) days prior to the appearance or production date unless good cause exists for a later filing. Upon the filing of any motion to quash or limit a grand jury subpoena, the court will endeavor to rule upon the motion on or prior to the return date of the subpoena.

**303.1.4. Persons Authorized to Appear before Grand Jury.**

No person shall be present in the hall adjacent to the area or rooms utilized by a grand jury in the process of performing its function. In addition, while a grand jury is in the process of performing its' function, no person shall remain in an area in which persons who are appearing before the grand jury can be monitored or observed. This rule shall not apply to grand jurors; witnesses; prosecuting attorneys, law enforcement officers, and employees; court personnel concerned with grand jury proceedings; private attorneys whose clients have been called to appear as a witness at a session of the grand jury then in progress or about to commence; and others specifically authorized to be present at the grand jury proceedings.

**303.1.5.**

**Assignment of Grand Jury Indictments.**

Indictments issued by the Grand Jury shall be filed in the Elkhart Circuit Court.

**LR20CR2.2-NAFC-304**

**SELECTION OF SPECIAL JUDGES IN CRIMINAL CASES**

**304.1 Appointment of Judges**

When the appointment of a special judge is required under Criminal Rule 12 of the Indiana Rules of Criminal Procedure or an order of disqualification or recusal is entered in a case, or where a change of judge is granted pursuant to Indiana Post-Conviction Remedy Rule 1(4)(b), the provisions of this Rule constitute the exclusive manner for the selection of special judges in circuit and superior courts in all criminal proceedings in Elkhart County.

a. If the case is in the Elkhart Circuit Court, then it must be transferred to Elkhart Superior Court 3.

b. If the case is in Elkhart Superior Court 3, it must be transferred to Elkhart Circuit Court.

c. If the case is in Elkhart Superior Court 1, it must be transferred to Elkhart Superior Court 4.

d. If the case is in Elkhart Superior Court 4, it must be transferred to Elkhart Superior Court 1.

If, after the above transfer, the judge of the transferee court is unable to hear the case, then the Chief Judge of the administrative judicial district of which Elkhart County is a member, must appoint a special judge first from the other judicial officers within Elkhart County regardless of divisional assignment and then from the judges within the judicial district. If the Chief Judge of the administrative judicial district is unable to make the appointment, the district judge, who is not a judicial officer in Elkhart County, with the most time of judicial service shall make the appointment.

The appointed judge under this local rule must accept the case unless:

- a. Disqualified under the Code of Judicial Conduct;
- b. Ineligible under the Trial Rules; or
- c. Excused by the Indiana Supreme Court.

**Rule LR20CR00-305. Appearance, Withdrawal, and Presence of Defendants.**

**305.1. Written Appearance.**

An attorney entering an appearance on behalf of any party, or defendant appearing unrepresented shall file a written appearance electronically as provided by and in accordance with Rule 3.1 of the Indiana Rules of Trial Procedure.

**305.2. Withdrawal of Counsel.**

Counsel for the defendant charged with a criminal offense may file a motion to withdraw from the case pursuant to I.C. 35-36-8-2. A motion to withdraw shall be in writing with an attached notice to the client of the intention to withdraw. The notice of the intention to withdraw shall be sent to the client no later than ten (10) days prior to the filing of the motion to withdraw. The notice of the intention to withdraw shall include an explanation of the present status of the case, the dates of the scheduled hearings or other pending matters in the case and the potential consequences to the client's case resulting from the failure of the client to act promptly or to secure new counsel.

**305.3. Personal Presence of Defendants.**

All felony defendants shall be present in Court at every stage of the proceedings conducted in open Court. All felony defendants shall be personally present at every stage of the proceedings including hearing on motions unless otherwise agreed upon or at the direction of the court or in emergency situations as determined under Administrative Rule 17.

**305.4. Presence of Traffic and Misdemeanor Defendants.**

Traffic and Misdemeanor defendants represented by counsel, upon request of counsel and leave of the Court, may be excused from appearing in Traffic and Misdemeanor Court as the court may direct. A traffic and misdemeanor defendant who is excused under this rule stipulates that notice to the attorney of the next court date requiring the defendant's presence shall constitute notice to the traffic and misdemeanor defendant.

**305.5. Witness Subpoena: Release.**

A witness whose appearance at a criminal trial has been compelled by subpoena remains subject to the subpoena until either (1) released by the court or (2) such time as the trial is continued or vacated by order of the court.

**Rule LR20CR00-CRDD-306 CRIMINAL DISCOVERY DISCLOSURE**

**306.1 General Discovery**

(A) Unless circumstances exist that justify an in camera review, in any criminal case, each party shall routinely provide copies of the following:

- 1) The names, dates of birth and last-known addresses of all persons whom that party may call as witnesses, together with any written or recorded statements the person may have made, any memoranda containing substantially verbatim reports of any oral statements the person may have made, or, if neither exist, a summary of the anticipated testimony of each potential witness;

2) Copies of statements of any co-defendant;

3) Copies of reports of experts made in connection with the case, including results of physical or mental examinations, scientific tests, experiments, or comparisons;

4) Any books, papers, documents, photographs, videotapes, audio recordings, or tangible objects which the party may introduce at hearing or trial;

5) A record of prior criminal convictions of any witnesses called by that parties

(B) In addition to the matters described in Section A of this Rule, the State shall disclose:

1) Copies of any written or recorded statements made by the defendant, summaries of any oral statements made by the defendant, and a list of witnesses to the making and acknowledgment of such statements; and

2) Any other evidence which tends to negate the guilt of the defendant as to the offense charged or to mitigate the punishment of the defendant upon conviction.

3) In addition to the matters described in Section A of this Rule, the defendant shall disclose any defense, procedural or substantive, which the defendant intends to assert at hearing or trial.

4) A party seeking discovery shall prepare any discovery document so that answers may be made on the original discovery document or if an electronic document in such format that answers may be added to the electronic document. Discovery requests and responses shall not be filed with the Court or Clerk unless a dispute arises regarding said discovery.

5) Providing discoverable material shall be a continuing obligation of all parties and each party shall promptly provide any new material for which disclosure is required under this rule.

6) A court may make more specific orders for additional discovery after a hearing on any appropriate motion filed by either party.

7) A court may exclude from evidence any materials not properly disclosed to the other party unless the interest of justice so dictate and may impose further sanctions for any party's unjustified failure to comply with this rule.



**306.2 Written Motion.**

No written motion is required for Discovery, except:

(1) To compel compliance under this Rule;

(2) For additional discovery not covered under this Rule;

(3) For a protective order; or

\_\_\_\_\_ (4) For an extension of time.

**306.3. Discovery Deadlines.**

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All discovery shall be completed by the Omnibus date unless extended for good cause shown. However, the parties shall have a continuing obligation to disclose evidence and discovery required by these rules or by law.

**306.4. Notice Required.**

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Each side, within the time allowed for compliance with discovery under this Rule, shall provide the other with notice of its intent to introduce evidence pursuant to Indiana Rule of Evidence 404(b), 609(b), or any other Rule which requires notices as a prerequisite to the admission of evidence.

**306.5. Waiver.**

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Although each side has a right to full discovery under this Rule, each side has a corresponding duty to seek out discovery. Failure to do so may result in the waiver of this right.

**306.6 Requirements of Defendants**

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After the formal charge has been filed, upon written motion by the State and hearing, the Court may require the accused, among other things, to:

(1) Appear in a lineup;

(2) Speak for identification by witnesses to an offense;



(3) Be fingerprinted;

(4) Pose for photographs not involving re-enactment of a scene;

(5) Try on articles of clothing;

(6) Allow the taking of specimens of material from under his/her fingernails;

(7) Allow the taking of samples of his/her blood, hair, and other materials of his/her body that involve no unreasonable intrusion;

(8) Provide a sample of defendant's handwriting;

(9) Submit to a reasonable physical or medical inspection of his/her body. Whenever the personal appearance of the accused is required for the foregoing purposes, reasonable notice of the time and place of such appearance shall be given by the State to the accused and defendant's counsel, who shall have the right to be present. Provision may be made for appearances for such purposes in an order admitting the accused to bail or pre-trial release.

**306.7.Additions, Limitations, and Protective Orders.**

**306.7.1. Discretionary Disclosures.**

Upon a showing of materiality to the preparation of the defense, and if the request is reasonable, the court, in its discretion and after hearing on the matter may require disclosure to defense counsel of relevant material and information not covered by this Rule.

**306.7.2. Denial of Disclosure.**

The court may deny disclosure authorized by this Rule after hearing on the matter, if it finds that there is a substantial risk to any person of physical harm, intimidation, bribery, economic reprisals, or unnecessary annoyance or embarrassment resulting from such disclosure to counsel and only if the interests of justice so allow.

**306.7.3 Matters Not Subject to Disclosure.**

**306.7.3.1. Work Product.**

Disclosure hereunder shall not be required of legal research of records, correspondence, reports, or memoranda to the extent that they contain the opinions, theories, or conclusions of the State or members of its legal or investigative staffs, or of defense counsel or counsel's staff. That is work product.

**306.7.3.2. Informants.**



Disclosure of an informant's identity shall not be required where there is a paramount interest in non-disclosure and a failure to disclose will not infringe the Constitutional rights of the accused. Disclosure shall not be denied hereunder of the identity of witnesses to be produced at a hearing or trial.

**306.74.Protective Orders.**

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Either side may apply for a protective order for non-disclosure of requested discovery.

**Rule LR20-CR00-307. Dispositive Motions, Motion to Suppress, Other Motions.**

**307.1.Motionsto be in Writing.**

Unless a party has prior, written leave of Court, all pre-trial motions shall be filed in writing with adequate notice provided to opposing counsel and to the Court.

**307.2.Hearings on Motions.**

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The court will not ordinarily set for hearing any motion to dismiss, motion to suppress, motion in limine (where the grounds therefore are known prior to trial), or other such dispositive motion, unless the motion contains a factual explanation as to why the granting of such is appropriate and is accompanied by a sufficient memorandum of law. Unless good cause is shown, the responding party opposing such dispositive motions shall file no later than fifteen (15) days a response which contains a factual explanation as to why denying the motion is appropriate accompanied by a sufficient memorandum of law. Such motions, filed after the omnibus date, may not be given a hearing prior to trial.

**Rule LR20CR00-308. Plea Agreement Deadlines.**

**308.1.Plea Agreement Date- Felony Cases.**

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In all criminal prosecutions, the Judicial Officer may assign a date that will serve as the plea bargain deadline date. The Judicial Officer may also assign a record date, trial date, and other dates as may be appropriate. If the parties have not reached a plea agreement by the omnibus date, the court may hold a pre-trial conference as early as that day.

**308.2. Plea Agreement Date- Traffic and Misdemeanor Division.**

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The judicial officer presiding over criminal prosecutions in the Traffic & Misdemeanor Division may assign an omnibus date, record date, plea date, trial date, and other dates as may be appropriate. If the parties have no plea agreement, the court may hold a pre-trial conference on the plea agreement deadline date.

**309.1. Determination of Probable Cause.**

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In the event that any charging instrument, search warrant, subpoena, or other document, the issuance of which requires a finding of probable cause, or similar factual and legal finding, shall be submitted to a judicial officer and that judicial officer finds that no probable cause exists or that the submission is in any other way insufficient, any re-submission shall be made to the original judicial officer, unless the original judicial officer agrees that it may be submitted to another judicial officer for consideration or to another judicial officer, if the first judicial officer is no longer the “on-call” judicial officer.

**309.2. Dismissal.**

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Any dismissed felony shall be assigned to the original Judge if re-filed, notwithstanding any other assignment rule herein.

**309.3. Withdrawal of a Public Defender Appointment.**

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The appointment to serve as a public defender in any single criminal proceeding shall terminate upon entry of sentencing order and dispositional order the appearance of counsel shall be withdrawn from the Court's case management system, unless a person appointed as public defender makes a request of the court to the contrary. At sentencing or disposition, the Defendant shall be notified of the termination of the Public Defender appointment.

**309.4. Access to Pre-Sentence/Pre-Dispositional Reports.**

(a) Any:

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(1) pre-sentence report or memoranda; and

(2) report of a physical or mental examination; submitted to the court in  
connection with sentencing shall be kept confidential.

(b) The materials specified in subsection (a) may not be made available to any person or public or  
private agency other than:

(1) the convicted person and counsel who has entered their appearance for the convicted person in the proceeding at issue;

(2) the prosecuting attorney;

(3) the probation department;



(4) the community corrections program in which the offender is placed under IC 35-38-2.6; and  
(5) the Indiana criminal justice institute established under IC 5-2-6; except  
where specifically required or permitted by statute or upon specific authorization by the court  
and the convicted person.

(6) the Indiana Department of Corrections

(7) Any other organization that is providing treatment to the Defendant and authorized released  
to that entity by court order.

**Rule LR20-CR26-310 Pretrial Release**

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A Pre-Trial Release program is established pursuant to Criminal Rule 26. Screening shall consist of at least one State-approved pretrial risk assessment instrument and such other risk assessment instrument(s) that may be approved and required by the judges of the Circuit and Superior Courts of Elkhart County.

A person is eligible for screening based upon the policies of the Elkhart County Pre-Trial Release Program.

A person who lacks the capacity to participate in a valid risk assessment becomes eligible for screening when the defendant regains capacity or at the discretion of the pretrial services assessor.

A person booked in for an alcohol-related offense becomes eligible for screening pursuant to the chart established for release eligibility in Ind. Code 35-33-1-6.

**310.1 POLICY**

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Elkhart County Pre-Trial Services shall develop and implement policies and procedures regarding the assessment and monitoring of pre-trial defendants that are in compliance with Indiana Rules of Criminal Procedure and applicable Indiana law.

It is the responsibility of Pre-Trial Services to conduct face-to-face (or virtual in declared emergencies under Administrative Rule 17 or as allowed by the court) pre-trial assessments on all defendants in the Pre-Trial Release Program target population, provide written release recommendations to the court prior to Initial Hearings, and to monitor any defendants released into the community under pre-trial conditions.

The Pre-Trial Release Program Policy and Procedure Manual is subject to modification and revision at any time and as necessary by the Elkhart County Circuit and Superior Courts in order to facilitate the further implementation and evolution of the Program, or to comply with state and federal law, appellate decisions and orders, Indiana Rules of Criminal Procedure, Indiana Supreme Court directives, and/or Indiana Office of Court Services directives or recommendations.

### **310.2PURPOSE**

The purpose of the Elkhart County Pre-Trial Release Program is to assist the courts in making pre-trial release decisions that are prompt and equitable for all defendants, regardless of their ability to pay a monetary bond. The Elkhart County Pre-Trial Release Program will provide information to the court that will aid in determining effective release conditions that promote community safety and provide appropriate monitoring to support a defendant's ability to meet court obligations.

### **310.3GOALS**

Pre-Trial Services seek to accomplish the following goals:

a. Maximize public safety;



b. Maximize the defendant's appearance in court;

c. Maximize the defendant's release and appropriate pre-trial placement;

d. Inform release/hold decisions with risk information.

**310.4Manual**

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A **Pre-Trial Release Program Policy and Procedure Manual** is established. It is incorporated here by reference and attached as Exhibit 1. It shall be followed and updated as needed.















**310.5PRE-TRIAL RELEASE RECOMMENDATION GUIDE AND MATRIX:**

**PRE-TRIAL RELEASE RECOMMENDATION GUIDE AND MATRIX:**

<u>IRAS PAT LEVEL</u>	<u>Non-Violent Level 6 Felony</u>	<u>Violent or Drug-Related Level 6 Felony</u>
<u>LOW</u>	<u>ROR LEVEL 1 SUPERVISION</u>	<u>ROR LEVEL 2 SUPERVISION</u>
<u>MODERATE</u>	<u>ROR OR BOND LEVEL 2 SUPERVISION</u>	<u>ROR OR BOND LEVEL 2 SUPERVISION</u>
<u>HIGH</u>	<u>BOND LEVEL 3 SUPERVISION</u>	<u>BOND LEVEL 3 SUPERVISION</u>

### **310.4 DEFINITION OF PRETRIAL RELEASE LEVELS**

#### **Level 1 Supervision:**

- Defendant will only receive telephone and text court reminders. No face-to-face appointments;
- One (1) phone check-in per month;
- Monthly criminal record checks;
- Other conditions pursuant to a court order.

#### **Level 2 Supervision:**

- At least one (1) face-to-face appointment with Case Manager every month;
- One (1) phone check-in per month;
- Monthly criminal record checks;
- Other conditions pursuant to a court order.

#### **Level 3 Supervision:**

- At least two (2) face-to-face appointments with a Case Manager every month;
- One (1) phone check-in per month;
- Monthly criminal record checks;
- Other conditions pursuant to a court order.

The Court may add release conditions to the Pre-Trial Release Order. When the Court adds additional release conditions, the judicial officer needs to specify the frequency and duration of the condition. Additional release conditions may include, but are not limited to:

- Day reporting
- Home/work contacts by case manager
- Electronic Monitoring/Geo-Fencing/Home Detention/No Contact Orders/Trespass Order
- Drug screens (payable by the Defendant, \$25.00 per month)/portable breath testing (PBT)

### **OVERRIDES**

Pre-Trial Release Staff will not override the IRAS-PAT score. Occasional override of the IRAS-PAT risk level is allowed. The prosecuting attorney and/or public defender/defense attorney may make their own recommendations to the court regarding release/release conditions at the Initial Hearing.

### **310.5 Review**

All decisions regarding release and/or release conditions under this Pretrial Release Matrix/Schedule are conditional and may be reviewed sua sponte by the Court. After the initial hearing (or waiver thereof), the Court sua sponte may review the defendant's pretrial release/detention status and/or conditions of release. After the initial hearing, the Prosecuting Attorney or defendant, by written motion, may request a hearing to review the defendant's pretrial release/detention status and/or conditions of release.

### **Rule LR20CR26-311 Other Bond Issues**

#### **311.1 Identity**

If the identity of the arrestee is unknown (this includes, but is not limited to, those individuals who refuse to cooperate in their identification, individuals who possess conflicting identification, and individuals whose identifying information cannot be verified or there is good cause to believe that the arrestee is on

probation, home detention/house arrest, parole, pretrial release or bond for a pending criminal offense; shall be held without bond until the person is brought before a judicial officer for a meaningful hearing.

### **311.2 Probable Cause Review**

At the time of finding of probable cause, the judicial officer reviewing probable cause may:

- a. Order the arrestee held without bond until the person is brought before the Court for a hearing to consider release conditions; or
- b. Set a bond in accordance with the attached monetary bond schedule; or
- c. release the arrestee according to the release/detention matrix.

### **311.3 Intoxication**

A person arrested for an alcohol related offense shall be detained until their blood/breath alcohol level reaches .05 or below. The jail may utilize the chart in Ind. Code 35-33-1-6 to determine the number of hours needed to reach that level.

b. For the purposes of this provision, “intoxicated” means under the influence of:

- i. alcohol;
- ii. a controlled substance (as defined in IC 35-48-1);
- iii. a drug other than alcohol or a controlled substance;
- iv. a substance described in IC 35-46-6-2 or IC 35-46-6-3;
- v. a combination of substances described in subdivisions (1) through (4);
- vi. any other substance, not including food and food ingredients (as defined in IC 6-2.5-1-20), tobacco (as defined in IC 6-2.5-1-28), or a dietary supplement (as defined in IC 6-2.5-1-16); so that there is an impaired condition of thought and action and the loss of normal control of a person’s faculties. Ind. Code 9-13-2-86.

### **311.4 Sex Offender**

In accordance with Ind. Code 35-33-8-3.5(c), a Court may not admit a sexually violent predator defendant, a person charged with child molesting, or a person charged with child solicitation to bail until the Court has conducted a bail hearing in open Court.

### **311.5 Domestic Violence**

In accordance with Ind. Code 35-33-8-6.5, a Court and/or the Elkhart County Jail may not release a person arrested for a crime of domestic violence on bail until at least eight (8) hours from the time of the person’s arrest.

### **311.6 Risk**

The following three (3) risk categories are established:

- a. Low
- b. Moderate

c. High

**311.7 Categories**

The following five (5) offense categories are established:

a. Category 1

Murder and Treason; all Level 1 and Level 2 felonies; more serious Level 3, 4 and 5 felonies;

1. Against a person; or

2. Involving the possession and/or use of a firearm; or

3. Involving drug dealing; or

4. Involving possession with intent to deal; or

5. Residential burglary; or

6. Arson

b. Category 2

More serious Level 6 felonies and more serious misdemeanors:

1. Against a person or animal; or

2. Involving the possession and/or use of a firearm; or

3. Resisting law enforcement: with a vehicle or resulting in injury

c. Category 3

All other Level 3, 4 and 5 felonies

d. Category 4

All other Level 6 felonies

e. Category 5

All other misdemeanors

**311.8 Category 1**

All persons charged with a Category 1 Offense, regardless of risk level, shall be held in custody until reviewed by a judicial officer.

**311.9 Category 2**

For Category 2 Offenses:

a. A person charged with a Category 2 Offense, who is determined to be either moderate or high risk shall be held in custody until reviewed by a judicial officer.

b. A person charged with a Category 2 Offense, who is determined to be low risk may be released on their own recognizance and shall be supervised through the pretrial release program.

**311.10 Category 3**

For Category 3 Offenses:

a. A person charged with a Category 3 Offense, who is determined to be high risk shall be held in custody until reviewed by a judicial officer.

b. A person charged with a Category 3 Offense, who is determined to be moderate or low risk may be released on their own recognizance and shall be supervised through the pretrial release program.

#### **311.11 Category 4**

For Category 4 Offenses:

a. A person charged with a Category 4 Offense, who is determined to be high risk shall be held in custody until reviewed by a judicial officer.

b. A person charged with a Category 4 Offense, who is determined to be moderate or low risk may be released on their own recognizance and shall be supervised through the pretrial release program.

#### **311.12 Category 5**

For Category 5 Offenses:

A person charged with a Category 5 Offense, regardless of risk level, shall be released on their own recognizance unless otherwise directed by a judicial officer.

#### **311.13 Notice/Promise to Appear**

All persons released prior to initial hearing shall be provided a Notice/Promise to Appear and an initial court hearing date.

#### **311.14 Request Deviation**

If the Prosecuting Attorney of Elkhart County, after a review of all the circumstances of a case, believes that the release/detention decision should deviate from the matrix or bond schedule, the Prosecutor may request, in writing, such a deviation.

#### **311.15 Released Individuals**

All people released:

a. Shall appear in Court at all times required by the Court;

b. Shall not leave the State of Indiana without the prior written consent of the Court and shall agree to waive extradition as a condition of the Court granting such consent;

c. Shall not commit nor be arrested for another criminal offense;

d. Shall keep his/her attorney, the Court and Pretrial Services advised in writing of any change in address or telephone number within forty-eight (48) hours of such change;

e. Shall comply with any conditions ordered by the Court;

f. In appropriate cases, the defendant may be required to refrain from any direct or indirect contact with an alleged victim of an offense or other individual as ordered by the Court pursuant to Ind. Code 35-33-8-3.2.

#### **311.16 Violations**

Any violation of any condition may result in the revocation of bond or recognizance and issuance of an arrest warrant.

#### **311.17 No Bail**

No Bail Requirement

If a Court has not established bail in a particular case, no bail shall be set for the following offenses until such time as the person arrested has been brought before a neutral and detached Judge or Magistrate within the County of Elkhart, State of Indiana:

a. all offenses if the offender is on probation

b. all felonies

c. all misdemeanors involving possession or delivery of a firearm as proscribed by I.C. § 35-47 et seq.

d. all misdemeanors involving domestic battery as proscribed by I.C. §35-42-2-1.3

e. all misdemeanors involving invasion of privacy as proscribed by I.C. §35-46-1-15.1 f. all misdemeanors involving operating while intoxicated proscribed by I.C. §9-30-5 et seq.

**311.18 Fifteen (15) Day Hold**

An offender who is subject of a fifteen (15) day hold that was issued by a judge or magistrate shall be brought before a judge or magistrate for hearing within fifteen (15) days of the order as required by I.C. § 35-33-8-6. If a judge or magistrate enters no order setting bail at the hearing or any time prior to the expiration of the fifteen (15) day hold, the court shall also indicate in the bail order that the fifteen (15) day hold terminates.

**311.19 Advisory Monetary Bail for cases not subject to Pre-Trial Release**

<u>A Felony \$150,000.00</u>	<u>LEVEL 1 FELONY \$150,000.00</u>
<u>B Felony \$75,000.00</u>	<u>LEVEL 2 FELONY \$100,000.00</u>
<u>C Felony \$5,000.00 (SUSPENDIBLE)</u>	
<u>\$10,000.00 (NONSUSPENDIBLE)</u>	<u>LEVEL 3 FELONY \$ 75,000.00</u>
<u>D Felony \$ 3,000.00 (SUSPENDIBLE)</u>	
<u>\$ 5,000.00 (NONSUSPENDIBLE)</u>	
	<u>LEVEL 4 FELONY \$ 10,000.00</u>
	<u>LEVEL 5 FELONY \$ 5,000.00</u>
	<u>LEVEL 6 FELONY \$ 3,000.00</u>
	<u>MISDEMEANORS A \$1,500.00</u>
	<u>MISDEMEANORS B \$1,000.00</u>
	<u>MISDEMEANORS C \$ 500.00</u>

**LR20-AR00-312 Problem Solving Court-Drug Court**

**312.1**

The Elkhart County Courts have established the Elkhart County Drug Court pursuant to I.C. 33-23-16 and the Indiana Problem Solving Court Rules. The Elkhart County Drug Court shall be administered in Elkhart Superior Court No. 4. Eligibility for the Elkhart County Drug Court shall be determined by written criteria currently in place or as hereafter modified. Cases may be assigned to the Elkhart County Drug Court only upon the consent of the Elkhart County Prosecuting Attorney, the Defendant, and the Judge of Elkhart Superior Court

No. 4. Upon assignment to the Elkhart County Drug Court, Elkhart Superior Court No. 4 shall retain jurisdiction over the case until final disposition.

**3122**

1. Upon admission into the Elkhart County Drug Court, participants may be assessed a drug court administration fee of \$100.00 for the initial drug court services. Participants admitted to the Elkhart County Drug Court may be assessed a user fee of \$50.00 for each month of their participating in the Elkhart County Drug Court beginning the second month of participation.

2. Participants admitted to the Elkhart County Drug Court may be responsible for all chemical testing fees. Participants may be responsible for the cost of any confirmatory test.

3. Participants may be assessed a fee for services received as a result of referrals made by the Court including, without limitation, mental health services, substance abuse and addictions health services, and monitoring services. Fees for those services are payable to the entity providing the services. All Elkhart County Drug Court fees shall be collected and utilized in accordance with I.C. 33-23-16-23.

**3123**

The Elkhart County Drug shall be compliant with the Problem-Solving Court Rules as promulgated by the Judicial Conference of Indiana.

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**LOCAL RULES FOR FAMILY COURT AND ORDERS OF PROTECTION FOR ELKHART COUNTY (400SERIES)**

**Rule LR20-FL00-401. Authority.**

**401.1. Authority.**



These rules shall govern the practice and procedure in family law cases in the Elkhart Family Law Courts unless otherwise stated and are created to foster the healthy and child-centered functioning of families.

**401.2.Scope.**

The Indiana Rules of Trial Procedure and the following local rules shall apply in cases involving family law cases as follows: Domestic Relations (DR): Domestic Relations with Children (DC): Domestic Relations without Children (DN): Juvenile Paternity (JP): Juvenile Delinquency (JD): Juvenile Chins (JC): Juvenile Status (JS): Juvenile Miscellaneous (JM): Juvenile Termination( JT): Juvenile Protection (JQ): Reciprocal Support (RS): Guardianship (GU): Adoption (AD): Protection Orders (PO) Grandparent Visitation and Change of Name cases regardless of case type designation unless otherwise stated. Nothing in these rules shall limit the general jurisdiction of any judicial officer.

**401.3Incorporationof other Rules.**

All other local rules herein are incorporated by references in all instances except where they conflict with these Rules in Series 400. In those circumstances the Rule 400 Series will be followed.

**401.4Missionof Family Court.**

The primary mission of the Elkhart County Family Court is to provide a trauma informed, comprehensive, evidence based, innovative court dedicated to child and family focused decision making that results in outcomes that advance the needs of children and their families.

**401.5Judicial Officers in Family Court- Effective January 1, 2024.**

A. Judge of Elkhart Superior Court 6

B. Three (3) Magistrates assigned as follows:

1. Magistrate One: Title IV-D Court.

2. Magistrate Two: Juvenile Court.

3. Magistrate Three: Family Court.

**Rule LR20-TR81.1-402. Family Court. Effective January 1., 2024**

**402.1. Trial Rule81.1**

Trial Rule 81.1 procedures will be utilized in all Elkhart County Family Law Court cases as allowed by law.

**402.2.Family. TR 81.1(A)(1)**

An individual is a "family or household member" of another person if the individual:

(a) is or was a spouse of the other person;

(b) is or was living as if a spouse or a domestic partner of the other person, this determination to be based upon:

(i) the duration of the relationship;

(ii) the frequency of contact;

(iii) the financial interdependence;

(iv) whether the two (2) individuals are or previously were raising children together;

(v) whether the two (2) individuals are or previously have engaged in tasks directed toward maintaining a common household; and,

- (vi) such other factors as the court may consider relevant.
- (c) has a child in common with the other person;
- (d) is related by blood or adoption to the other person;
- (e) has or previously had an established legal relationship:
  - (i) as a guardian of the other person;
  - (ii) as a ward of the other person;
  - (iii) as a custodian of the other person;
  - (iv) as a foster parent of the other person; or,
  - (v) in a capacity with respect to the other person similar to those listed in clauses (i) through (v).(2) “Family Procedures” entails coordination of proceedings and processes, and information sharing among cases in a court or courts involving family or household members.

### **402.3. Bundling of Cases**

#### **402.3.1. Definition**

Bundling means multiple case types heard by a single judicial officer when those cases involve the same family members.

#### **402.3.2. Pragmatic Approach**

The Elkhart Family Court takes a pragmatic approach to the bundling of cases. The Judicial Officers and the Office of Family Court Services will consider these factors when determining if cases should be bundled.

1. How related are the factual and legal issues?
2. Are all or most parties the same?
3. At what stage of development are the cases? Is there any benefit to coordination?
4. Is this a one-time event that will be resolved in one or two visits to court?

The Office of family Court Services has the authority to issue required forms in this process.

#### **402.3.3. Case types that may be considered for bundling**

The case types assigned to the Family Division may be considered for bundling as stated in section 401.2. Bundling is not presumed to apply to juvenile delinquency matters. The coordination of cases model and bundling is available at the direction of the judicial officers involved in the cases

#### **402.3.4 Identification of Family Cases**

Upon the filing of any case or the filing in an existing case, in the Family Division, the Clerk or other individual identified by the Court shall conduct a name search, the results of that name search shall be provided to the judicial officer to whom the filing is assigned. That Judicial Officer shall determine if bundling should be considered utilizing the criteria in 402.3.2. That Judicial Officer should consult with any other Judicial Officer that may already be hearing other cases concerning the same family and determine if bundling should occur and if so, which Judicial Officer should proceed with the bundled cases or in the alternative to bundling close coordination of the cases. If bundling does occur the court shall issue an order in all bundled cases pursuant to Trial Tule 81.1. The Judge of Superior Court 6 has final authority on bundling.

The Office of family Court Services has the authority to issue required forms in this process.

#### **402.3.5 Consideration of bundling.**

Any party, including by not limited to Guardian Ad Litem's, CASA's, attorney's representing a party or any other professional involved with the children and family may initiate a request for review of cases for bundling. Such Motion for Consideration of Bundling should be filed in each case contemplated for bundling and address the criteria in 402.3.2.

The Office of family Court Services has the authority to issued required forms in this process.

#### **402.3.6. Concurrent Hearings.**

A judicial officer exercising Family Court jurisdiction over a number of cases involving a Family may, in its discretion, conduct concurrent hearings in related cases, take evidence on the related cases at these hearings, and rule on the admissibility of evidence for each case separately, as needed to adequately preserve the record for appeal.

#### **Rule LR20-EV201-403. Judicial Notice and Access to Records.**

##### **403.1. Judicial Notice.**

Any judicial officer having jurisdiction over a case assigned to Family Court jurisdiction may take judicial notice of any relevant pleadings, orders, documents, assessments or Chronological Case Summary (CCS) entries issued by any Indiana Circuit, Superior, County, or Probate Court as allowed by law.

##### **403.2. Access to Records.**

Parties to a Family Court proceeding shall have access to all Related Cases, with the exception of confidential cases or records to which they are not a party. Parties may seek access to confidential cases or records in another case within the Family Court proceeding in which they are not a party, by written petition based on relevancy and need.

#### **Rule LR71-TR79-404. Special Judge Selection Effective January 1, 2024**

##### **404.1. Selection of Agreed Special Judge.**

Within seven (7) days of the notation in the Chronological Case Summary of a judge granting a motion for change of judge or recusing or disqualifying from a case pursuant to T.R. 79(C) or otherwise, the parties shall attempt to select a special judge by agreement. As required by T.R. 79(D), the parties shall have seven (7) days within which to file a written agreement:

##### **404.2. When No Agreed Special Judge.**

When a change of judge has been granted and the parties are unable to agree upon a special judge or have agreed to proceed directly under this subsection: Magistrate Three: Family Court is appointed Special Judge.

##### **404.3. Failure of Special Judge to Accept or to Qualify; Failure to Meet Selection Deadlines**

If, after the above transfer, the special judge is unable to hear the case, the Chief Judge of the administrative judicial district of which Elkhart County is a member, must appoint a special judge first from the other judicial officers within Elkhart County regardless of divisional system and then from the judges within the judicial district. If the Chief Judge of the administrative judicial district is unable to make the appointment,

the district judge, who is not a judicial officer in Elkhart County, with the most time of judicial service shall make the appointment. The appointed judge under this local rule must accept the case unless: a. Disqualified under the Code of Judicial Conduct; b. Ineligible under the Trial Rules; or c. Excused by the Indiana Supreme Court.

**404.4. Discontinuation of Service as Special Judge.**

In the event a special judge who has assumed jurisdiction thereafter fails to act or notifies the parties that the judge no longer can serve as special judge, a regularly presiding judge of the court in which the case is pending shall assume jurisdiction; provided such judge has not previously served in the case and is otherwise eligible to serve. If the regularly presiding judge cannot assume jurisdiction under this section, then selection of a successor special judge shall proceed under T.R. 79 (D) and this rule.

**Rule LR20-TR63-105. Senior Judges, Temporary Judges, and Judges Pro Tempore.**

All routine appointments of Senior Judges, Temporary Judges, and Judges Pro Tempore may be made by the Judge of the Circuit Court or any Judge of the Superior Court.

**Rule LR20-FL00-106. Adoption of the Family Justice Initiative Reforms.**

**406.1:** See:

**Family Justice Initiative Principles:**

[https://www.ncsc.org/\\_data/assets/pdf\\_file/0021/19173/family\\_justice\\_initiative\\_principles\\_final.pdf](https://www.ncsc.org/_data/assets/pdf_file/0021/19173/family_justice_initiative_principles_final.pdf)

**Family Justice Initiative Pathways:**

[https://www.ncsc.org/\\_data/assets/pdf\\_file/0016/19114/family\\_justice\\_initiative\\_pathways\\_final.pdf](https://www.ncsc.org/_data/assets/pdf_file/0016/19114/family_justice_initiative_pathways_final.pdf)

**Family Justice Initiative Landscape:**

[https://www.ncsc.org/\\_data/assets/pdf\\_file/0018/18522/fji-landscape-report.pdf](https://www.ncsc.org/_data/assets/pdf_file/0018/18522/fji-landscape-report.pdf)

**Family Justice Initiative Pathways, Protocols and Templates:**

[Family Justice Initiative: Protocol Development and Appendices: Pathways Protocols and Templates - Children, Families & Elders - National Center for State Courts \(oclc.org\)](#)

**406.2 Adoption of the 13 Principles of Family Justice Initiative:**

Applied to DR, DC, DN, JP, GU and AD, Grandparent Visitation and Change of Name cases with the exception of cases filed by the Title IV-D Prosecutor's office. (Problem Solving Settlement Conferences are encourage for Title IV-D Cases.)

The 13 Principles of Family Justice Reform are divided into four sections:

A. Problem-Solving Approach

1. Direct an Approach that Focuses on Problem Solving
2. Involve and Empower Parties. Online Dispute Resolution (ODR)
3. Courts are to be Safety- and Trauma-Responsive
4. Provide Information and Assistance

B. Triage Family Case Filings with Mandatory Pathway Assignments.

5. Use a Service-based Pathway
6. Streamlined Pathway. Minimal Court Resources
7. Tailored Services Pathway. More than minimum but not complex. Mediation
8. Judicial/Specialized Pathway. Substantial Court and Community Resources.

C. Training and Stakeholder Partnerships

9. Training and Stakeholder Partnerships
10. Identify and Strengthen Community Partnerships

D. Data Collection, Evaluation, and Technology Innovation

11. Improve Ongoing Data Collection, Analysis, and Use of Data to Inform Case Management

12. Collect and Analyze User-Evaluation Metrics

13. Implement Innovative and Appropriate Technology

**406.3. Principles of the Problem Solving Approach**

Applied to DR, DC, DN, JP, JC, GU and AD, Grandparent Visitation and Change of Name cases with the exception of cases filed by the Title IV-D Prosecutor's office. (Problem Solving Settlement Conferences are encourage for Title IV-D Cases.)

The Court adopts the Problem Solving and Cooperation Model. That is:

1. Enhanced information to improve decision making.

2. Engaging the community to assist with problem solving.

3. Collaboration with social service providers and other stakeholders.

4. Linking participants with community services based on risk and need.

5. Teaching the parties cooperation and problem-solving skills throughout the process to create a life-long impact on children and families.

6. Problem Solving and Cooperation is an alternative approach to the adversarial system that does harm to children and families.

**Rule LR20-FL00-107. Problem Solving Settlement Conferences Effective January 1, 2024**

**407.1 When Required:**

Applied to DR, DC, DN, JP, JC, GU and AD, Grandparent Visitation and Change of Name cases with the exception of cases filed by the Title IV-D Prosecutor's office. (Problem Solving Settlement Conferences are encourage for Title IV-D Cases.)

Prior to filing in each of these case types each person, parent, grandparent, other custodians, guardians or other involved adults under the court's jurisdiction shall participate in a Problem Solving Settlement Conference. The exception to this Rule is for cases designated in the Streamlined Pathway, See: Section 409.

**407.2. Statement in Pleadings**

In each filing with the court there shall be a statement of the date, time and place, as well as, outcome if successful or not successful of the problem solving settlement conference. If a problem solving settlement conference did not occur or there is a request to waive this rule, a detailed explanation of the reasons shall be submitted to the court. Notwithstanding the above, a statement in a filing that a problem solving settlement conference is anticipated or is scheduled is acceptable in a request for hearing. All individuals are advised that the Courts do not favor requests for waiver from the requirements of this rule, and that waiver requests should be sought only in exceptional instances and not as a matter of course. Failure to address the issue of a problem solving settlement conference in any manner is cause for the court to strike the filing or require within a stated period of time an explanation of the failure to address the required problem solving settlement conference.

**407.3 Court ordered Problem Solving Settlement Conferences**

The Court may order a Problem Solving Settlement Conference, assisted or unassisted, at any time in the proceedings and may require same prior to the setting of a hearing.

**Rule LR20-ADR-408 Alternative Dispute Resolution Effective January 1, 2024**

**408.1 ADR**

Applied to DR, DC, DN, JP, GU and AD, Grandparent Visitation and Change of Name cases with the exception of cases filed by the Title IV-D Prosecutor's office. (Problem Solving Settlement Conferences are encourage for Title IV-D Cases.)

This Rule is discretionary or at the request of the parties or on the court's own motion for cases in the Streamlined or Tailored Pathway. See section 409. If the Problem Solving Settlement Conference has not been successful, then this Rule is mandatory for cases in the Judicial/Specialized Pathway, Alternative Dispute Resolution methods as described in the Indiana Rules of Alternative Dispute Resolution shall occur, including, but not limited to mediation pursuant to Ind. ADR Rule 2 et seq. This includes Online Dispute Resolution. (ODR).

#### **408.2 Exceptions.**

The Court may excuse the requirement for good cause shown. There must be a detailed written statement of sufficient fact and weight for the court to waive this rule. All individuals are advised that the Courts do not favor requests for waiver from the requirements of this rule, and that waiver requests should be sought only in exceptional instances and not as a matter of course.

### **Rule LR20-FL00-109 Triage of Family Law Cases Effective January 1, 2021**

#### **409. Three Pathways**

**409.1** Applied to DR, DC, DN, JP, GU and AD, Grandparent Visitation and Change of Name cases with the exception of cases filed by the Title IV-D Prosecutor's office. (Problem Solving Settlement Conferences are encourage for Title IV-D Cases.)

- A.1. Streamlined: This track requires little exercise of discretion or where the parties have reached full agreement or require less than fifteen minutes of the judicial officer's time.
- A.2. Tailored Services: These cases, while not suitable for the streamlined track, are typical and do not include sensitive matters or issues likely to need expert or specialized training to be adequately addressed. Virtually all these cases will be suitable for some form of facilitated settlement: Alternative Dispute Resolution
- A.3. Judicial/Specialized: Cases involving domestic violence, child abuse, substance abuse, or mental health issues require specialized knowledge and expertise to handle them safely and appropriately. These cases benefit from a greater degree of judicial involvement. Such cases can be suitable for a facilitated settlement if the facilitator has sufficient training and if appropriate safeguards are taken (such as shuttle mediation, staggered arrival and departure times, separate waiting areas); some form of alternative dispute resolution may be preferable since litigation can be traumatizing.

#### **409.2 Form A: Triage Questionnaire.**

Form A Triage Questionnaire is required with all new cases filed, as well as, Compliance Checklist: Form G.

**Rule LR20-FL00-410. Office of Family Court Support Services Effective January 1, 2024**

**410.1** The Office of Family Court Support Services is established.

That Office shall provide services that include but not limited to:

5. Development of forms required for filing such as Case Questionnaires, Case Specific Flow Charts, Summons, form of pleadings and forms of order and any other document preparation to assist with information, case management, assessment and evaluation of individuals, cases and programs.
6. Identification of cases and evaluation of cases for bundling as defined in section 402.3.
7. Triage of cases and assignment to Pathways as defined in section 409.
8. Case management.
9. Monitoring of time standard as defined by section 411.
10. Research and development of programs.
11. Providing education opportunities for judicial officers, staff, attorneys, Court Appointed Special Advocates and Guardian ad Litem, parents and the community.
12. Enhance ADR opportunities
13. Facilitate Problem Solving Settlement Conference upon request and Court approval.

See:

[Family Justice Initiative: Protocol Development and Appendices: Pathways Protocols and Templates - Children, Families & Elders - National Center for State Courts \(oclc.org\)](#)

**410.2 Cooperation Required**

All individuals shall provide information as requested and complete all forms and documents designated by Family Court Support Services and the Court.

Family Court Support Services and the Court shall with due notice provide such forms and documents in a format most likely to assist the Family Court Support Services and the Court in the timely execution of this Rule.

**Rule LR20-FL00-411: Model Time Standard Adopted. Effective January 1, 2024:**

**411.1** This Rule adopts the National Center for State Courts Model Time Standard for Dissolution/Divorce and Allocation of Parental Responsibility as follows:

75% within 120 days: 180\*  
90% within 180 days: 240\*  
98% within 365 days: 425\*

**\*The Model Time Standards for State Trial Courts** publication of the National Center for State Courts states these times do not include statutory imposed waiting time periods. See: [Model Time Standards for State Trial Courts \(ncsc.org\)](#)

**411.2** Case Management Standards: Streamlined:

Uncontested Dissolutions may be set for Final Hearing upon expiration of the 60 day waiting period.

Case Management Standards: Tailored and Specialized/Tailored Pathways

Initial Provisional Hearing (Temporary Orders) within 21 days of filing of a request for such Provisional Hearing when it is alleged by filer that there is a need for temporary orders for housing costs, child support and payment of essential bills. Upon filing and notice to other party Problem Solving Settlement Conference to be held within 14 days of filing. Disclosure of income tax return, three most recent pay periods required at this meeting.

Party Requested Case Management Conference with the court between Provisional Hearing and Discovery and Standard Financial Disclosure date.

Discovery concluded; Standard Financial Disclosures completed, Proposed Parenting Plan 90 days after filing with verification of completion of same filed with the court.

At the 95 days after filing, Case Review by Court Staff/Family Service Staff/Administrative Staff/Judicial Officer of all cases wherein no action/filings/hearings have occurred for possible setting of TR 41(E) hearing.

Second Problem Solving Settlement Conference if one held prior to Provisional Hearing or Initial Problem Solving Settlement Conference by day 110 after filing.

Alternative Dispute Resolution held by day 150 after filing.

Case Management and Pre-Trial Conference by day 180 of filing.

**411.3.** For good cause shown the court may extend or continue these timelines and case management orders.

**Rule LR20-FL00-412 Adverse Childhood Experiences (ACE)**

The Elkhart County Family Court will strive to provide Trauma informed care by providing processes that recognize the trauma in individual's lives as represented by the ACE's. There will be a continuing effort to bring educational opportunities to judicial officers, court staff, attorneys, guardian ad litem's, CASA's, Family Court Services Staff, Probation, Detention and all other professionals working with children and families in the Family Court.

See:

[Center on the Developing Child at Harvard University](#)

[Adverse Childhood Experiences \(ACEs\) \(cdc.gov\)](#)

[Learn About Child Development | CDC](#)

[HOPE - Healthy Outcomes from Positive Experiences](#)

**LR20-FL00-413 GUARDIAN AD LITEM**

A. The Courts of Elkhart County reserve the right to appoint a guardian ad litem to represent the interests of minors and incapacitated persons. Authority to appoint a GAL is found in I.C. 31-15-6-1; I.C. 31-17-6-1 or by Order of the Court. See also I.C. 31-9-2-50.

B. Appointment. When the Court is required by statute, or when the Court, in its discretion, finds that it is appropriate to do so, the Court shall appoint a guardian ad litem. The guardian ad litem shall be a party to the proceeding.

C. Duties. The guardian ad litem's duties shall include:

1. Performance of all duties required by law, which include to represent and protect the best interests of the child(ren); and

2. When possible, submit a written report of the guardian ad litem's findings and recommendations to the Court prior to the matter being heard by the Court. The attorneys and pro se litigants shall receive a copy of the report in accordance with the applicable Trial Rules regarding service.

D. Fees. GAL fees may be split evenly between the parties or by percentage of income on the most recent child support worksheet or as the court may determine. Reallocation of payment of GAL fees will be considered upon request or on the Court's own motion in making such decisions the Court will consider all relevant factors. The Court may reallocate the parties' share of the total guardian ad litem fees at the conclusion of the case or other appropriate time. The Court will order payment of reasonable GAL fees. The GAL may work-out



payment agreements with the parties. The Court, when necessary, will enforce payment of reasonable GAL fees.

E. The Court may order the parties to pay a retainer to the guardian ad litem to be held in trust pending approval of guardian ad litem fees. The Court may order an additional retainer or fees to be paid by the parties to the guardian ad litem during the pendency of the case.

F. Term of Service The guardian ad litem shall serve until discharged by Court order. The guardian ad litem may at anytime petition for removal from service. The parties may also petition for removal of the guardian ad litem. It shall be within the Court's discretion whether just cause exists for such removal.

## **Rule LR20-PTG-114. Parenting Time Guidelines**

### **414.1 Mediation.**

If there is a disagreement concerning parenting time, then the parents shall enter into mediation pursuant to Indiana Parenting Time Guidelines Section 1 (E) 2) prior to filing with the court.

### **414.2 Exceptions**

The Court may excuse the requirement for good cause shown. There must be a detailed written statement of sufficient fact and weight for the court to waive this rule. All individuals are advised that the Courts do not favor requests for waiver from the requirements of this rule, and that waiver requests should be sought only in exceptional instances and not as a matter of course.

### **414.3 Child Hesitation.**

If a child is reluctant to participate in parenting time, each parent shall be responsible to ensure the child complies with the scheduled parenting time. In no event shall a child be allowed to make the decision on whether scheduled parenting time takes place.

### **414.4 Relocation.**

When either parent considers a change of residence, reasonable advance notice of the intent to move in accord with Indiana Code provisions shall be given to the other parent. Parents are expected to discuss necessary changes in the parenting schedule as well as the allocation of transportation costs in exercising parenting time which may result from the move.

### **414.5 Withholding Support or Parenting Time.**

Neither parenting time nor child support shall be withheld because of either parent's failure to comply with a court order. Only the court may enter sanctions for noncompliance. A child has the right both to support and parenting time, neither of which is dependent upon the other. If there is a violation of either requirement, the remedy is to apply to the court for appropriate sanctions.

### **414.6 Enforcement of Parenting Time.**

Court orders regarding parenting time must be followed by both parents. Unjustified violations of any of the provisions contained in the order may subject the noncompliant parent to sanctions and may result in Modification of Custody after full hearing on such matters.

**414.7. Attorney Fees.**

In any court action to enforce an order granting or denying parenting time, a court may award reasonable attorney fees and expenses of litigation. In awarding fees, a court may consider whether the parent seeking attorney fees substantially prevailed and whether the parent violating the order did so knowingly or intentionally. A court may award attorney fees and expenses against a parent who pursues a frivolous or vexatious court action. A reasonable award for bringing a Rule to Show Cause is five hundred dollars (\$500.00) and two-hundred-fifty dollars (\$250.00) for each subsequent appearance on that Rule to Show Cause.

**LR20-FL00-415. Website Work for Parents.**

Upon completion of triage by the Office of Family Court Services or the Court, the Court may be required parents to complete the following:

- (1) Dissolution of Marriage. [www.UpToParents.org](http://www.UpToParents.org) within 15 days of notice of this requirement.
- (2) Legal Separation. [www.WhileWeHeal.org](http://www.WhileWeHeal.org) within 15 days of notice of this requirement.
- (3) Paternity. [www.ProudToParent.org](http://www.ProudToParent.org) within 15 days of notice of this requirement.
- (4) Agreed Commitments. Following completion of the website work required by this rule, the parents shall merge or exchange their chosen Commitments from their website work into a set of Agreed Commitments.
- (5) Proof of Compliance.

Proof of compliance is required within 20 days of Notice of this requirement by filing with the court the Agree Commitments document. Form G shall be submitted.

**LR20-FL00-416. Transparenting, Seasons and Peaceful Parenting Classes.**

(1) Dissolution of Marriage and Legal Separation. Mandatory Attendance. In all dissolution and separation cases where the parties have any children together under the age of 18, both parties shall complete the Elkhart County Transparenting class. Any children 6 years of age through 17 years of age shall complete the Elkhart County Seasons class. The court may order any party to attend additional parenting, co-parenting, or parenting enrichment classes in post-decree matters.

(2) Paternity. Upon adjudication of paternity, the court shall order the parties to attend and complete the Peaceful Parenting class unless circumstances prohibit said attendance. In all paternity cases the court may order any party to attend and complete additional parenting, co-parenting, or parenting enrichment class.

(3) Proof of Compliance. In all dissolution of marriage and legal separation cases, the parties must enroll in said classes within 15 days of the filing or service of the petition. The agency providing the Transparenting and Seasons classes shall provide notice of enrollment and completion of same in a timely manner. In paternity cases the parties must enroll in Peaceful Parenting within 15 days of order of the court to attend the program. The agency providing Peaceful Parenting shall provide notice of enrollment and completion of same in a timely manner.

**LR20-FL00-417 Parenting Plan**

417.1 The Indiana Parenting Time Guidelines provide useful outlines of the minimum time each parent should have with the children to maintain frequent, meaningful, and continuing contact with them. Those Guidelines state that it is preferable that parents design their own parenting plan and turn to the Guidelines if they are unable to create their own parenting time agreement. See: Ind. Parenting Time Guideline, Preamble.

**417.2 Parenting Plan: Form B: Parenting Plan.**

417.3 The Office of Family Court Services may provide updated template for Parenting Plans.

**Rule LR20-FL00-418. Case Captioning of Family Cases.**

**418.1. Dissolution, Separation, Custody and Support Cases.**

Pleadings in dissolution, separation, custody, and support proceedings shall be captioned with non-adversarial language in case captioning and pleadings. To facilitate the problem solving and cooperative model, parties shall be referred to using non-adversarial language; that is, “child” “mother,” “father,” “putative father,” “guardian,” “de facto custodians,” “intervenor” and similar non-adversarial language should be used instead of “petitioner,” “respondent,” “plaintiff,” or “defendant,” and “versus” should not be used in the captions of any family cases involving children. Caption shall be: In Re Marriage of \_\_\_\_\_.

All pleadings in marital dissolution and separation cases without children may be captioned, "In Re the Marriage of \_\_\_\_\_ and using “Husband” and “Wife” as non- adversarial language.

In same sex marriages non-adversarial language followed by the person’s name; such as: “Husband Smith” and “Husband Jones” or “Wife Smith” and “Wife Jones.”

Pleadings should include when requested the preferred pronoun of a party.

**418.2 Paternity Cases.**

Pleadings in paternity proceedings will be captioned with non-adversarial language in case captioning and pleadings. To facilitate the problem solving and cooperative model, parties shall be referred to using non-adversarial language; that is, “child” “mother,” “father,” “putative father,” “guardian,” “de facto custodians” “intervenor” and similar non-adversarial language should be used instead of “petitioner,” “respondent,” “plaintiff,” or “defendant,” and “versus” should not be used in the captions of any family cases involving children. Caption shall be: In Re Paternity of \_\_\_\_\_.

**Rule LR20-TR3.1-419: Appearance and Withdrawal of Appearance of Counsel.**

**419.1 Appearances.**

Counsel and unrepresented parties appearing after the filing of the original complaint shall forthwith notify all other counsel of record and unrepresented parties of such appearance and file proof of such notice. Each counsel or party shall file an appearance form that includes a mailing address, telephone number, cellular phone numbers for text messaging for court date reminders and email address. The notice may include a post office box, but must include a physical street address.

**419.2 Withdrawal of Appearance.**

Unless authorized by the party in open Court or in writing or upon appearance of other counsel, an attorney will be permitted to withdraw his appearance for a party only after filing a Motion to Withdraw and providing the party ten (10) days notice pursuant to TR 3.1(H).

**419.3. Service of Notice to Withdraw.**

The attorney must demonstrate service of process of the Motion to Withdraw to the attorney's client and all other parties.

**419.4. Contact Information.**

In cases where the withdrawal of appearance shall leave the client unrepresented, the Motion to Withdraw must contain the address, telephone number, cellular number for text messaging for reminder of court dates and email address of the client where service of documents can be delivered or other notice can be provided.

**419.5 Content of Notice.**

- A. The present status of the case;
- B. Any scheduled hearing dates;
- C. Of client's duty to keep court informed of client's mailing address, email address, and telephone number;
- D. That client will be held to the same standard of conduct as a licensed Indiana attorney; and,
- E. That the client should act promptly to secure new counsel.

**419.6 No Automatic Withdrawal.**

There is no automatic withdrawal in a family law case.

**Rule LR20-TR4-420 Service of Process**

**420.1 Summons, Complaint, and Appearance.**

Forms D, E and F required.

The party filing the initial pleadings (summons, complaint, appearance, etc.) shall (unless exempted) file by way of the Indiana E-Filing System and pursuant to Trial Rules 4 and 86.

- (1) By Certified Mail, Private Process, Sheriff (excluding the Elkhart County Sheriff), Publication, other Methods. The initiating party must file a Certificate of Issuance of Summons as set forth in section B of this Rule, below. If the certified mail service of process is utilized, the initiating party must cause the return receipt card to be returned to the initiating party, not returned to the Clerk.
- (2) By Elkhart County Sheriff. Once the signed Summons is returned from the Clerk and the fee for Service of Process by Sheriff has been paid to the Clerk, it is the initiating party's obligation to deliver the document(s) to the Elkhart County Sheriff to be served. It is the requesting party's responsibility to provide the Elkhart County Sheriff with three copies of any document(s) to be served along with a proof of payment for this service. Documents may be hand-delivered or mailed to the Elkhart County Sheriff. See T.R. 4.12.

Once the document(s) are served by the Elkhart County Sheriff, the Elkhart County Sheriff shall forward the document(s) to the Clerk for entry into the Chronological Case Summary.

If the Elkhart County Sheriff service method is utilized, the initiating party is not required to file a Return of Service.

**420.2 Certificate of Issuance of Summons.** See T.R. 86(G)(2).

Once service is initiated, a Certificate of Issuance of Summons must be filed. See Form C (1) in Appendix.

**420.3 Return of Service.**

After proof of service is returned to the initiating party, a Return of Service must be filed so that it will appear on the Chronological Case Summary. (See above exception, under A (2)). See Form C (2) in Appendix. Note: if e-filing the Return of Service, the filer must specify in the comment field the name of the document(s), the party's name who service was attempted on, and an indication whether service was either served or not served.

**420.4 Serving Non-Registered Persons.**

A person who has not registered or otherwise cannot access the IEFS but who is entitled to service of a paper or pleading in a matter shall be served in accordance with Trial Rule 4.

**420.5 Method of Service on items other than Summons**

Counsel or an unrepresented party submitting a motion, petition, notice, pleading or proposed order shall indicate the method of service of process.

**420.6 Service by the Clerk.**

Whenever the Clerk is required by rule or statute to give notice, the party or parties requesting such notice shall furnish the Clerk with sufficient copies of the notice to be given, along with stamped, addressed envelopes with the names and the addresses of the parties or their counsel to whom such notice is to be given.

**420.7 Service.**

Parties are required to demonstrate that service was effected by the manner most likely to ensure actual notice to the person or entity served.

**420.8. Documents.**

The official record of any document submitted is the electronic version of the document, the Clerk shall convert any paper document submitted to an electronic version as soon as same is received by the Clerk.

**Rule LR20-TR26-421: DISCOVER: DISCLOSURES REQUIRED IN CHILD SUPPORT AND MAINTENANCE: FINANCIAL DISCLOSURES**

**421.1 Discovery:**

A. Personal, Federal and State, tax returns for three (3) years preceding the filing of the petition for dissolution of marriage with all pertinent forms W-2, 1099, K-1 and other schedules, and the most recent employment pay stub, with year-to-date gross earnings and written employment contract(s), if any;

B. Tax returns and financial statements for five (5) years preceding the filing of the petition for dissolution of marriage for all corporations, or partnerships, or other business entities in which either marital partner has any ownership or membership interest;

C. Statements from all banks, brokerage firms, investments firms, or mutual funds for three (3) months prior to and including the month in which the petition for dissolution of marriage is filed in which either marital partner has any interest, either alone or together with any other person, to include all checking, savings, certificate of deposit, treasury bills, stocks, bonds, or other forms of intangible assets;

D. Copy of deed to marital residence, or any other real estate in which a marital partner has any legal or equitable interest, whether alone or with others, including but not limited to any corporate deeds;

E. Amortization schedule or statement of balance for month in which the petition for dissolution of marriage was filed for any mortgage, land contract, or other lien on any real estate in the name of a marital partner, whether or not the marital partner has a sole or partial ownership interest;

F. Copies of appraisals of real estate, or personal property in which a marital partner holds an interest, prepared within two (2) years from date of petition for dissolution of marriage;

G. Statement of pension, profit sharing, individual retirement account, ESOP, or other form of tax deferred compensation plan maintained by or for a marital partner, for the month in which the petition for dissolution of marriage was filed;

H. Declaration sheet and schedule of cash value for all insurance policies owned by or for which any marital partner is the beneficiary which have a cash surrender value;

I. Copies of the most current statements of debt for the three (3) months preceding and including the month in which the petition was filed.

J. At least sixty (60) days prior to the final hearing the parties shall exchange copies of all business valuations, real estate appraisals, and personal property appraisals that will be offered into evidence at the final hearing.

K. Each party shall make his or her initial disclosures based on information reasonably available to him or her and no party is excused from making disclosures because he or she has not fully completed his or her investigation of the case or because he or she challenges the sufficiency of the other party's disclosure or because the other party has not made the required disclosure.

L. Interrogatories:

1. Interrogatories and Request for Production of Documents shall be tailored to the case in which they are served and numbered consecutively to facilitate response.

2. The recipient of Interrogatories may file a Motion for Protective Order (T.R. 26(C)) or a Motion to Strike specific interrogatories after fully complying with T.R. 26(F). Any such Motion shall be scheduled for hearing and does not extend the time for answering unobjectionable Interrogatories.

3. Any party desiring to serve interrogatories more than fifty (50) Interrogatories or twenty-five (25) Request for Production of Documents shall either:

a. File a stipulation of the parties, agreeing to the additional interrogatories; or

b. If an agreement cannot be obtained, file a written motion requesting leave of the Court to serve more than fifty (50) interrogatories or twenty-five (25) Request for Production of Documents; the motion shall set forth those additional proposed interrogatories, and shall explain their necessity; full compliance with T.R. 26(F) is required.

#### M. Trial Rule 26

1. The informal resolution requirement of T.R. 26(F) shall be strictly enforced. The Court may deny any discovery motion filed pursuant to T.R. 27-37, if the moving party has not complied fully with T.R. 26(F).

2. Upon strict compliance with T.R. 26(F), the Court may take any appropriate action or schedule a hearing.

3. If an attorney sends at least one email and makes at least one telephone call seeking a discovery dispute conference, but opposing counsel does not respond within seven days from the last attempt, it shall be presumed that reasonable efforts have been made and a Motion to Compel may be filed. Such efforts and their results should be clearly stated in the Motion to Compel. Sanctions for the non-responding party and attorney fees will be considered when appropriate.

#### **421.2. Disclosure by the Parties.**

Upon the filing of a petition for dissolution of marriage or paternity action, the parties shall have a duty of reciprocal discovery and, unless otherwise ordered by the Court, shall provide the other party with copies of the following documents and things within thirty (30) days:

#### **421.3. Continuing Duty to Disclose.**

Duties of disclosure set forth by the Court's reciprocal discovery order shall be continuous. Supplementation shall be required not fewer than ten (10) days prior to trial showing any changes in the status of assets and debts as of the month of or one (1) month prior to trial, the most recent of which documents and things are available.

#### **421.4. Utilization of Indiana Rules of Trial Procedure.**

The parties may utilize all remedies available in the Indiana Rules of Trial Procedure to enforce, modify, or extend the time within which to comply with the Court's reciprocal discovery order. The reciprocal discovery order does not preclude either party from utilizing the provisions governing requests for discovery provided for in the Indiana Rules of Trial Procedure to the full extent permitted by said rules.

1) A detailed financial disclosure is not always needed in every case, especially those cases in the Streamlined Pathway or in other pathways when there are little financial resources and minimal debt. The standard Financial Disclosure herein adopted is to be utilized when requested by a party or by court order and direction.

Utilization of this financial disclosure may be addressed in the court's initial case management order and request for the standard financial disclosure herein adopted should be made in initial pleadings with the court.

2) Any party seeking an initial order of child support or spousal maintenance, or the modification of an existing order of support or maintenance shall provide their most recent Federal Income Tax Return, three (3) most recent paycheck, verification of insurance premiums for the child(ren) portion of health care if not disclosed in the paycheck and verification of childcare expenses. Responding parent is required to provide the same information upon request prior to filing or after filing within fourteen (14) days

3) A party seeking an order which deviates from the Child Support Schedule calculation shall set forth facts supporting the deviation.

4) The Office of Family Court Services may provide updated template Standard Financial Disclosure Statement.

#### **421.5 SUPPORT AND MAINTENANCE STANDARDS**

(A) Parents should freely exchange the following information with or without request. In family matters such as this full and complete disclosure of parents' financial means is required in that Indiana has adopted an Income Shares Model with the stated goal of the child receiving the same proportion of parental income that the child would receive if the parents lived together. The Indiana Child Support Guidelines are presumed to apply to all case types when child support is an issue. The Court may only deviate from the Guidelines if there are sufficient good reasons on the record.

(B) If not previously disclosed, at least seven (7) business days before a scheduled hearing regarding provisional orders, establishment of child support or modification of child support (except support matters enforced by the State), each party shall deliver to all parties to the case the following materials:

(1) Their three (3) most recent pay stubs for all employers;

(2) Their most recent W-2s, 1099s, and federal income tax returns with all schedules and attachments;

(3) Documentation regarding work related child care expenses;

(4) Documentation regarding health insurance premiums;

(5) Documentation regarding child support orders for other children;

(6) Proposed Child Support Obligation Worksheets;

(7) Financial Declaration Form; and

(8) Any exhibit or document that each party intends to submit to the Court.

(C) Temporary maintenance shall equal 33-1/3% of the parties' combined net income (net income is defined as gross income minus deductions for any other prior court ordered child support, legal duty of support, other orders of maintenance paid, income producing expenses, and federal, state or local taxes paid). Any order for temporary maintenance shall expire ninety (90) days after the date upon which the order becomes effective. A party seeking an extension of an order for temporary maintenance shall file an appropriate petition and at a hearing shall show good cause for the extension.



(D) Maintenance paid to a party shall be deducted from the payor's income and added to the recipient's income, and determinations of child support and attorney fees obligations shall be based on those incomes as so adjusted.

(E) If both a support order and a maintenance order are entered, the parties shall recalculate support promptly after ninety (90) days so as to reflect the expiration of the maintenance order. The parties shall calculate support during both the maintenance period and thereafter, and shall file the results with the Court.

(F) Income Withholding Orders must use form found at [www.in.gov/dcs/3517.htm](http://www.in.gov/dcs/3517.htm)

(G) Counsel must provide parents with payment information by providing web address: [www.in.gov/dcs/3504](http://www.in.gov/dcs/3504) or [DCS: Child Support: Make a Child Support Payment \(in.gov\)](http://DCS: Child Support: Make a Child Support Payment (in.gov))

#### **421.6 Medical insurance.**

Whichever party can provide the most comprehensive policy of medical insurance for the child(ren) at the lowest cost shall provide said insurance. The amount of the insurance premiums shall then be allocated between the parties on the percentage of income basis. If the non-custodial parent pays the insurance premiums, then that parent shall receive credit against support paid each week in the amount of that parent's allocated portion of medical insurance. If the custodial parent pays the medical insurance premiums, then that parent shall receive an additional amount of support each week equal to the non-custodial parent's percentage of medical insurance premiums. Child Support Guideline 7 "Reasonable Cost" paragraph delineates the two reasons allowed to waive this requirement.

#### **421.7 Educationalexpensesthroughgrade 12.**

A Guidelines-based support order shall encompass all ordinary educational expenses through the high school level. If appropriate, extraordinary educational expenses for children who have not yet completed high school, including private school tuition and costs of tutoring, shall be determined as an addition to support and shall be divided between the parties in proportion to their respective weekly adjusted incomes.

#### **421.8.Educationalexpensesafter grade 12.**

Post high school educational expenses shall be determined as either an addition to, or in lieu of support. Except in unusual circumstances, an award of such expenses shall be limited to the lesser of:

1) The actual annual expenditures for tuition, room board, books, transportation, fees and miscellaneous expenses for the student; or

2) The annual cost of tuition, room, board, books, transportation, fees, and miscellaneous expenses which would be incurred by an Indiana resident attending the Bloomington campus of Indiana University as a resident student. The Custodial parent and the child shall be responsible for making, timely applications for all scholarships and grants for which the child might be eligible. Other than in exceptional circumstances, gifts and trust funds intended for college, scholarships and grants shall be deducted from the educational expenses. All educational tax benefits (e.g. Hope Scholarship Credits and Lifetime Learning Credits) shall be applied by the party receiving them to the payment of educational expenses. Thereafter, the

child shall be responsible for twenty-five percent (25%) of the remaining expenses, and the balance shall be divided between the parties in proportions to their respective weekly adjusted income. Except in unusual circumstances, the amount of support determined under the Guidelines shall be wholly abated when the child is not in residence. The child shall execute any and all documents, and perform any and all other acts, reasonably necessary to afford both parents access to all available information regarding, grades, attendance, financial awards, grants and scholarships, and school disciplinary matters.

#### **421.9 Income Tax Benefits**

The parties shall allocate income tax benefits for a minor child equitably, but in such a manner as to maximize tax benefits. A non-custodial party shall claim such tax benefits only if that party shall have paid ninety-five percent (95%) [I.C. § 31-16-6-1.5 (d)] due through the end of the affected calendar year by January 31 of the following year. Both parties shall execute any forms necessary to carry out the requirements of this paragraph. A party's refusal to sign such forms may be punishable by contempt or by imposition of other sanctions, including modification of the current support obligation to recapture any tax benefit lost by the non-custodial parent.

#### **421.10 Arrears Statement**

All petitions to abate or modify child support orders which are filed by child support payor shall include a statement of the amount of the arrearage, if any, owed by petitioner in child support, and in the payment of the Clerk's annual fee for the collection and distribution of child support

#### **421.11 Verification of Income**

So long as one or more the parties' children remain unemancipated or the beneficiary of an order for contribution to educational needs, the parties shall, upon request by either of them, exchange verification of income in the form of his or her most recent federal income tax return. Such income tax return shall be complete and include all attachments thereto. Such exchange shall be required no more often than once annually. Such exchange shall be concluded within two weeks of the making of such request. In the event that either party had not filed a federal income tax return for the tax year last concluded, that party shall provide the other with that federal income tax return described above, together with written verification of current income. Such verification may include a paycheck stub disclosing a year-to-date income or a current profit and loss statement reflecting self-employment or partnership income. It is the purpose of this rule to foster the exchange of accurate and complete income information in order to avoid needless litigation. This rule shall be liberally construed in order to achieve those ends.

#### **421.12 Six Percent Rule**

For purposes of this rule, healthcare expenses shall accumulate on a calendar year basis. The six percent (.06) deductible contemplated by the Rule shall be prorated for the balance of the calendar year in which the first support order in this case is entered, or in which the subject dissolution is granted, whichever is applicable. This proration shall be calculated by multiplying the total child support due from both parents by six percent

(.06), dividing the product by three hundred sixty five (365), and multiplying the result by the number of days remaining in the year in question. As a general rule, in the event of a modification of an existing child support order, any resulting change in the six percent (.06) deductible shall become effective at the beginning of the next succeeding calendar year. The trial court may deviate from this general rule in order to avoid manifest injustice.

#### **421.13 Income Tax Returns**

In all actions in which a child support order remains in effect, either party shall, upon demand, provide the other party with a copy of his or her most recent federal income tax return, together with all schedules and other attachments. The party supplying the aforementioned income tax return may redact any portions thereof which relate solely to the computation of the income of any other person. Nothing in this rule shall require any person to provide more than one such copy during each calendar year; however, nothing in this rule shall infringe upon the right of any person to engage in appropriate discovery pursuant to the Indiana Rules of Trial Procedure.

#### **421.14 Child Support Worksheet.**

At least seven (7) days prior to hearing in all matters regarding child support issues, the parties shall file:

A. Verified Child Support Worksheet; and

B. Such supporting documentation as the Court may require to establish current income and income earned during the prior tax year, work-related child care expenses, if any, and the children's portion of health care expense.

#### **421.15 Standard Financial Disclosure Statement: Form C.**

Form C is required upon request of any party or at the direction of the Family Court Services or any Judicial Officer.

#### **Rule LR20-TR-58-422. Hearings.**

##### **422.1. Hearings and Orders.**

After the requirements of Sections 407, Problem Solving Settlement Conference, 408. ADR requirements and 409, Triage, have been met, where applicable, hearings on uncontested petitions for dissolution, applications for provisional relief, rules to show cause, petitions to modify, and other matters appropriate for summary consideration and disposition shall be set for summary disposition at such regular times and days as the court determines and at other available times as the calendar of the Court permits.

##### **422.2. Trial Rule 58**

A. Counsel shall prepare proposed orders as may be required by the Court, such as orders granting or denying routine motions and agreements.

B. Proposed orders and proposed findings of fact and conclusions of law shall be served upon the opposing party or counsel, consistent with the Trial Rule regarding service.

C. Counsel of record shall be and remain informed of all action and filings made in all matters pending in which they are counsel of record.

D. All proposed Qualified Domestic Relations Orders (QDRO) shall be signed by all parties or their attorneys, and when possible pre-approved by the Plan Administrator. Any dispute regarding a proposed QDRO shall be set for hearing upon request of a party.

F. If the parties reach an agreement on any or all issues, the terms of the agreement shall be reduced to writing and signed by all parties or their counsel, including the State if it has intervened and the Guardian Ad Litem if one has been appointed. The signed agreement shall be e-filed with the Court. A separate proposed Order including the relevant portions of the agreement in imperative form shall also be e-filed. The proposed Order shall include instructions regarding the distribution and delivery of the Order pursuant to Trial Rule 72(D).

G. In the event a money judgment is to be rendered against any party by agreement such as a child support arrearage, property equalization payment, and/or attorney fees, a Notice of Judgment shall be e filed.

**Rule LR20-TR16-423. Case Management**

A. The Court may hold a Case Management Conference at any time. At a Case Management Conference, the Court will address and very likely order Problem Solving Settlement Conference, Alternative Dispute Resolution including, but not limited to mediation, set discovery dates, Pre-Trial Conference and Trial Dates at the Court's discretion.

B. At any time the court may direct the parties to submitted a detailed statement of contentions, each parties' position on those contention, witness lists with summaries of the each witnesses anticipated testimony, each exhibit that may be offered at trial, same submitted electronically as directed by the court.

**Rule LR20-FL00-424 Required Pretrial Meeting.**

In each family law case expected to proceed to trial on any contested matter, at least twenty-one (21) days prior to the trial date or as the court may order, the parties and their respective counsel (if any) shall meet in person. The purpose of this meeting shall be

A. to explore whether settlement is possible, and if so, to attempt to reach a settlement; and

B. if settlement is not possible or efforts to reach a settlement are fruitless, to prepare a joint pretrial order containing:

(1) All stipulations.

(2) Each party's contentions of facts that are in dispute and require resolution by the court. Each party's proposed resolution of contested issues.

(3) Where applicable, each party's statement of marital assets and debts, including any exhibits that will be offered in support of these figures.

(4) The identity of each witness and the factual issue(s) about which the witness is expected to testify; that is, a summary of the expected testimony.

(5) The expected length of trial.

(6) All proposed trial exhibits with numbers or letters.

(7) Whether mediation, arbitration, or another form of alternative dispute resolution may be appropriate in the opinion of either party.

**LR20-FL00-425: Pretrial Conferences.**

On request of any party, or on by the court, a pre-trial conference shall be set prior to the trial date. Not fewer than seven (7) days or as the court may order, prior to the pre-trial conference, the parties shall exchange Pre-trial Statements.

**425.1. Pre-trial Statements.**

Pre-trial Statements shall be prepared by each party prior to the pre-trial conference and shall address the following, exchanged between the parties and submitted to the court:

- A. Identification and valuation of assets;
- B. Identification and valuation of liabilities;
- C. Statement of each parties' contentions;
- D. Copies of all proposed exhibits;
- E. Summaries of witness testimony.

**425.2 Pre-Trial Order preparation**

The pretrial order shall contain any information required elsewhere in these rules. The pretrial order shall be prepared as follows:

- A. In cases where counsel have appeared for both parties, counsel shall prepare and jointly sign the proposed pretrial order.
- B. In cases where counsel has appeared for one party, the attorney shall prepare he proposed pretrial order and secure the signature of the party appearing unrepresented.
- C. In cases where both parties are unrepresented, they shall jointly prepare and sign the proposed pretrial order.
- D. In the event one party or counsel refuses or fails to sign the proposed pretrial order, the party or counsel filing the order shall certify to the court in writing at the time of filing the order the circumstances surrounding the refusal or failure of the other party or counsel to sign the order The pretrial order required by this rule shall be filed with the Court no later than fourteen (14) days, or such time as the court may order, before the scheduled trial date.

**425.3 Contents of Pre-Trial Order**

- A. Verified Financial Statement.
- B. Identification of contested issues, including custody, parenting time, support, post-secondary educational assistance, and rehabilitative maintenance;
- C. Proposal for resolution of contested issues;
- D. The possibility of obtaining admissions of fact and of documents which will avoid unnecessary proof;

E. The names of witnesses to be called during the trial and the general nature of their expected testimony;

F. Such other matters as may aid in the disposition of the action.

**425.4 Trial Submissions.**

The Pre-Trial Order shall filed with the Court at least five (5) days or as ordered by the court, before the date of trial.

**LR20-FL00-426 TWO-PARTY AUCTION**

1) If the parties are unable to divide personal property and household goods by agreement, the method of division shall be by the private two-party auction, which shall be conducted by the lawyers for the parties or a Magistrate in a timely manner on such terms as the Magistrate deems appropriate.

2) Either party may initiate a two-party auction at any point in the proceedings upon application to the court. Upon application, the non-possessory party may have reasonable access to the personal property in order to comply with this rule.

3) Prior to the auction, the two parties are ordered to prepare and submit one itemized list of all household goods and personal property noting, items of a separate nature (e.g. premarital, extended family gifts, inheritance, disposed of or disputed items, etc.).

4) A party who intentionally fails to cooperate or participate in the inventory and auction process will be subject to sanctions.

5) At the conclusion of the auction, the Magistrate or lawyer conducting the auction shall immediately provide copies of all pages indicating the auction results to the parties, and the said results shall be promptly be filed with the appropriate court.

**LR20-FL00-427 DECREE PROVISIONS**

A.1) Each decree of dissolution of marriage shall contain provisions that:

A.1.A. Requires compliance with the applicable Indiana statute governing relocation of the residence of children. That provision shall also make specific reference to that statute in order to assist lay persons in reviewing it.

A.1.B. Requires compliance with Indiana Rules that requires parents to notify the other parent, and the court of any change in address, phone number or email address.

A.1.C. That states the use of child tax exemptions or other child governmental benefits and notifies parents of the 95% Rule in utilization of child tax exemptions.

A.1.D. That notifies the parents of their responsibility to attempt Problem Solving Settlement Conferences and Cooperation with one another before filing with the court.

2) Attach a current Child Support Obligation Worksheet.

**LR20-FL00-428 ATTORNEY FEES**

**428.1** 1) In the absence of contradictory evidence, a reasonable initial attorney fee shall be \$1,200.00.

Allocation of this fee between the parties shall be calculated through use of the following formula:

a. Husband's gross income from line I or line 2 of support worksheet (if maintenance is ordered, use line 2). \$ \_\_\_\_\_

b. Wife's gross income from line 3 or line 4 of support worksheet (if maintenance is ordered use line 4). \$ \_\_\_\_\_

c. Add lines A and D. \$ \_\_\_\_\_

d. Divide line A by line C. \$ \_\_\_\_\_

e. Divide line B by line C. \$ \_\_\_\_\_

f. Multiply \$2,400.00 by line D or line E, whichever is greater. \$ \_\_\_\_\_

g. Subtract \$1,200.00 \$1200.00 \_\_\_\_\_

h. Line F minus line G. \$ \_\_\_\_\_ The party having the greater income shall pay the amount shown on line H to the attorney for the party having, the lesser income. If the party having, the lesser income is not represented by an attorney, then no attorney fees will be ordered.

2) In the absence of contradictory evidence a reasonable attorney fee for prosecution of a family law related rule to show cause shall be a minimum of \$500.00 for one court appearance. A minimum of \$250.00 will be added for each additional court appearance on the same rule to show cause.

**Rule LR20-TR65-429. Compliance with TR 65**

A. No application for a temporary restraining order not authorized pursuant to I.C. 34-26-5 or 6 shall issue without strict compliance with the requirements of T.R. 65.

B. 410.4 TRIAL RULE 65 (E) (1)

1. Temporary Restraining Order-Marital Property if there is an allegation that an injury would result to the moving party if no immediate order were issued. Such allegations should be detailed and substantial.

2. Temporary Restraining Order-Relocation of Children may be issued if there is an allegation that removal of children would result if no immediate order were issued. Such allegations should be detailed and substantial.

3. Preparation of Temporary Restraining Order. Similar to all other motions, a proposed order must be filed for the court's consideration.

4. All Orders Granting Temporary Restraining Orders without notice shall be set for hearing as soon as practical.

C. Motions Alleging Emergencies

1. Trial Rule 65(B)(1) and (2), and current case law, including In Re: Anonymous, 729 N.E.2d 566 (Ind. 2000), shall govern all motions alleging an emergency where Court action is sought without notice. Strict construction and application of Trial Rule 65(B) shall be required.

2. Emergency relief may also be sought upon notice. The Court will review such motions and may set them upon summary hearing or other expedited hearing.

**Rule LR20-FL00-430. Alternative Dispute Resolution Fee.**

The Clerk of the Court shall collect from every party filing a petition for legal separation, paternity, or dissolution of marriage action under I.C. 31 an alternative dispute resolution fee of twenty dollars (\$20); as such amount may be modified from time to time.

**Rule LR20-FL00-431. Title IV-D Court. Effective January 1, 2024.**

**431.1 Organization of Title IV-D Child Support Court.**

(A) The IV-D Child Support Court (hereinafter IV-D Court) is established by Elkhart County pursuant to Title IV, Section D, of the Federal Social Security Act and I.C. 31-25-4-15 for the purpose of providing for paternity establishment, establishment of child support orders, enforcement of child support orders and collection of past due support for Title IV-D Program participants.

(B) In all cases in which the Title IV-D Child Support Division of the Elkhart County Prosecutor's Office (hereinafter IV-D Office) has intervened, all child support issues shall be deemed automatically referred to the IV-D Court;

(C) In a case in which child support issues are deemed automatically referred to the IV-D Court, the underlying cause if not already transferred to Elkhart Superior Court Six under the implementation of the Family Court Division shall be transferred to Elkhart Superior Court Six.

(D) All new causes filed by the IV-D Office after January 1, 2005 shall be filed in Elkhart Superior Court 6 and the Judge of Elkhart Superior Court 6 shall supervise the administration of the IV-D Court.

(E) The State's Title IV-D Office is exempt from filing fees.

**431.2 Assignment of Magistrate(s) to IV-D Court.**

The Judge of the Family Court Division of the Elkhart Superior Court shall assign a magistrate(s) to hear IV-D matters.

**431.3 Responsibilities of IV-D Magistrates.**

The IV-D magistrate appointed by the Judge and assigned to hear IV-D matters Court have the authority to preside over actions under Title IV-D of the Social Security Act.

**431.4 New Paternity Cases**

Paternity cases filed by the Elkhart County Prosecutor's Office Title IV-D shall be filed in Elkhart Superior Court 6.

**431.5 Reciprocal Support Paternity Cases. Reciprocal Cases (RS).**

All new reciprocal support non-paternity cases shall be directly filed Elkhart Superior Court 6.

**431.6 Filing of New Paternity Reciprocal Cases (RS).**

All new reciprocal support cases shall be filed in Elkhart Superior Court 6.

**431.7 IV-D Petitions for Support in favor of a third party custodian(s)**



All new IV-D Petitions for Support in favor of a third party custodian(s) shall be filed in Elkhart Superior Court 6.

**431B IV-D Petitions for Support for a Child.**

All new IV-D Petitions for Support for a child paternity cases, Dissolution Cases, Guardianship cases shall be filed in Elkhart Superior in Court 6.

**LR20-AR00-NAMC-432 MAGISTRATES**

**See: Section 110.4**

**LR20-JV00-NAJV-433 JUVENILE DETENTION AND PROTECTIVE CUSTODY HEARINGS**

(A) Detention Hearing: Minor allowed to cross-examine and confront witnesses, to be represented by counsel and present relevant evidence.

(B) Protective Custody Hearing: Minor, parent, guardian or custodian allowed to cross-examine and confront witnesses, to be represented by counsel and present relevant evidence.

**LR20-JV00-NAJV-434 JUVENILE INITIAL HEARINGS**

(A) JUVENILE INITIAL HEARINGS - DELINQUENCY/CHINS

1) Initial hearings shall be held pursuant to law.

2) Upon denial of petition, the Court will set the matter for fact finding hearing.

**LR20-JV00-NAJV-435 JUVENILE DISPOSITIONAL, MODIFICATION OF DISPOSITION, PROGRESS REPORTS, PLACEMENT REVIEW HEARINGS**

(A) Parties shall inform the Court within seven (7) days or such time as the Court determines, If the party intends to call witnesses other than Probation or the Indiana Department of Child Services staff at such hearings; and said party shall inform the opposing counsel and the guardian ad litem or non-represented party within the same time limits.

(B) The Court may reschedule such hearings if sufficient time is not available at the scheduled time.

**LR20-JV00-NAJV-436. JUVENILE WAIVER OF JURISDICTION, VIOLATION OF PROBATION, DELINQUENCY AND TERMINATION OF PARENTAL RIGHTS**

(A) Initial hearings shall be held on such petitions.

(B) Upon denial of same, the Court shall set the matter for fact finding.

**LR20-JV00-NAJV-437 JUVENILE REPORTS, ASSESSMENTS AND EVALUATIONS**

(A) All Indiana Department of Child Services, Probation and CASA reports, court ordered assessments and evaluations shall be electronically filed with the Court not later than 4:00 p.m. on the Friday before the scheduled hearing.

(B) All such reports shall be served on all parties including CASA, if appointed, as soon as, available, the latest being by 4:00 p.m. on the Friday before the scheduled hearing.

**LR20-JV00-NAJV-438 JUVENILE COURT SCHEDULING**

(A) All scheduling shall be done by Court staff. Specific dates for hearing may be requested.

(B) The Court shall set fact finding hearings or evidentiary hearings in first and second settings. If a matter is set for hearing and is resolved before the evidentiary hearing, then the parties shall notify the Court and all witnesses, probation officers or caseworkers that the matter has been resolved. Any second setting shall be prepared to proceed to evidentiary hearing with notice of seven (7) days prior to the scheduled setting. All parties shall be responsible for determining the order of cases and shall be prepared to try their cases on the dates scheduled.

**LR20-JV00-NAJV-439 JUVENILE COURT ADDITIONAL PROCEDURES, FACT FINDING OR OTHER EVIDENTIARY HEARINGS**

(A) A writ of attachment for an absent witness shall not be issued unless the party calling said witness files an affidavit showing:

(a) The materiality of the testimony of the witness;

(b) The expected testimony of the witness; and

(c) Certification that the absent witness was served with process more than three (3) days earlier or that for good and sufficient cause the witness was served with process less than three (3) days earlier.

(B) Only one attorney for each party shall examine or cross-examine a witness, except by permission of the Court.

(C). No person shall withdraw any original pleading, paper, record, model, exhibit or other document from the custody of the Clerk or other officer of the Court having custody thereof, except upon order of the Court and upon leaving a proper receipt with the Clerk or other officer.

(D) Counsel for a party shall be responsible for preparing and filing summons, citations, notices or other documents for which forms may be obtained from the Clerk of the Court. These forms shall include any names, addresses, electronic address, cell phone number and other descriptive information, such as place of employment, necessary to effect service of said document.

(E) CASA's, foster parents, school personnel, institutional placement staff and any others the Court may determine will be invited by the Court to give reports and testimony as to a minor at dispositional, progress report, placement review or other hearing where such testimony is admissible under the law.

**LR20-JV00-NAJV-440 EXPUNGEMENT OF JUVENILE RECORDS**

(A) In order to insure that the information necessary for the consideration of an expungement is available to all parties, petitions to expunge may only be filed using State forms; specifically:

(1) A verified Petition for Expungement of Juvenile Delinquency Records may only be filed using State form D-16.04; and

(2) A verified Petition for Expungement of Juvenile Child in Need of Services Records may only be filed using State form C-14.06.

\_\_\_\_\_  
 (B) Petitions for Expungement, must be served on the prosecuting attorney when the expungement of delinquency records is sought, and served on the Indiana Department of Child Services (DCS) when the expungement of a CHINS record is sought.

\_\_\_\_\_  
 (C) Unrepresented litigants seeking expungement shall complete the form provided by the Juvenile Court Clerk and serve the petition of the Prosecuting Attorney or the DCS; mailboxes in the Juvenile Clerk's Office may be used for the aforementioned service.

FORM A Triage Questionnaire for Married and Never Married People.

<i>Your Name</i>	<i>Case Number</i>
<p><i>The Elkhart County Family Courts has three different pathways available to you:</i></p> <ul style="list-style-type: none"> <li>• <b><i>Streamlined:</i></b> <i>Everything or nearly, everything is agreed upon OR you do not know where the other party is located.</i></li> <li>• <b><i>Tailored:</i></b> <i>Some agreement, but may need some help with issues such as details of custody, parenting time, and asset division.</i></li> <li>• <b><i>Specialized/Judicial:</i></b> <i>There are major issues involved, for example contested custody or parenting time, domestic/family violence, alcohol/drug abuse, emotional abuse, or sexual abuse.</i></li> </ul>	
<p><i>Which Pathway do you fits your situation?</i></p>	<p style="text-align: center;"> <input type="checkbox"/> <i>Streamlined</i>              <input type="checkbox"/> <i>Tailored</i>              <input checked="" type="checkbox"/> <i>Specialized/Judicial</i> </p>
<p><i>Please help us determine your Pathway by completing this questionnaire as accurately and thoroughly as possible.</i></p>	

1. Do you have any of the following issues? (Mark all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> I have nowhere to live.<br><input type="checkbox"/> Normal bills are not paid.<br><input type="checkbox"/> Our child is not safe.<br><input type="checkbox"/> I have concerns about (mark all that apply): <ul style="list-style-type: none"> <li><input type="checkbox"/> Domestic/Family Violence</li> <li><input type="checkbox"/> Emotional Abuse</li> <li><input type="checkbox"/></li> </ul> Other: _____<br>_____ | <input type="checkbox"/> I have no access to our money (if married).<br><input type="checkbox"/> I have not seen our child since: _____<br><input type="checkbox"/> I plan to move to: _____ |
|---|--|

2. Do you, the other person, or child have major health problems?  Yes  No

If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

3. Is there currently an Order of Protection involving the same people?  Yes  No

*If yes, case*

*number:* \_\_\_\_\_

4. Are there any other cases involving you, other person, or the child(ren)?  Yes  No

*If yes, case*

*number(s):* \_\_\_\_\_

5. Married?  Yes  No

6. How long have you known the other person? \_\_\_\_\_ Years

7. Have you ever lived together?  Yes  No

*If yes,*

*when:* \_\_\_\_\_

*If not currently living together, when did you separate:* \_\_\_\_\_

*Has it been off and on?*  Yes  No

8. Who do the children live with now? \_\_\_\_\_

9. Who makes the major decisions about the children now? \_\_\_\_\_

10. Do you have a current schedule for the children to spend time with each parent?  Yes  No

*If yes, explain the schedule:*

\_\_\_\_\_

**Answer these questions about your children under 19 years of age:**

11. *Do you and the other parent have a plan concerning:*

• Making major decisions such as education, health, and religion.  Yes  No  Don't Know  Partial Agreement

• Where the children will live.  Yes  No  Don't Know  Partial Agreement

*If yes, please indicate:*  Equal Shared  Mom Primary  Father Primary  Other

• When the child(ren) will spend time with each parent.  Yes  No  Don't Know  Partial Agreement

*If yes, please indicate:*  Our Plan  Indiana Standard Parenting Time

• Child support & insurance  Yes  No  Don't Know  Partial Agreement

*If yes, has Indiana Child Support Worksheet been completed?*  Yes  No

- Tax exemptions  Yes  No  Don't Know  Partial Agreement

**Answer these questions about you and the other party:**

12. Employed?  Both  Neither  Me  Other Party  Don't Know
13. Disabled?  Both  Neither  Me  Other Party  Don't Know
14. Who has financial Records? (i.e. bank records, tax returns, etc.)  Both  Neither  Me  Other Party  Don't Know

Form B:

STATE OF INDIANA            )  
  ) SS:  
COUNTY OF ELKHART        )            **Case No. 20D06 – Click or tap here to enter text.**

**In Re the Marriage/Paternity of** **Click or tap here to enter text.**

**Click or tap here to enter text.**  
**Mother/Father and**  
**Click or tap here to enter text.**  
**Mother/Father**

**Parenting Plan**

This Proposal was prepared by the parents to include decision making and living arrangements that will serve to nurture and protect our children. The Indiana Parenting Time Guidelines were prepared to assist parents in creating their own parenting plan to meet their unique circumstances. In the event the parents cannot agree on a parenting plan the Indiana Parenting Time Guidelines are the minimum time a parent should maintain for meaningful and continuing contact with a child. The PTG may be found at [www.in.gov/judiciary/rules](http://www.in.gov/judiciary/rules).

We choose to follow the Indiana Parenting Time Guidelines with [Click or tap here to enter text.](#) having parenting time following those guidelines.

We choose the following Parenting Plan.

### **Custody**

“Legal custody” of children means decision making responsibility for substantial matters that affect a child’s life, such as place of residence, school selection and other educational decisions, non-emergency healthcare and religious upbringing.

Legal custody of our children shall be as follows:  **Joint**    **Mother**    **Father**

“Physical custody” means where the children primarily reside.

Physical custody of our children shall be as follows:  **Joint**    **Mother**    **Father**

### **Parenting Time Schedule**

The time for our children to be with each of us shall be as follows:

<b>Time/Event</b>	<b>Plan</b>
<b>Weekdays</b>	
<b>Weekends</b>	
<b>Spring Break</b>	
<b>Summer Break</b>	
<b>Fall Break</b>	
<b>Thanksgiving Break</b>	
<b>Winter/Christmas Break</b>	
<b>Holidays</b>	

In the event of disagreement, we will speak to one another first to try to resolve any parenting issues and focus on the children’s needs. If we are unable to resolve all the issues, then we will consider the following:

- A. Mediation such as On-line Mediation. Center for Community Justice Family Mediation Program, private mediator.
- B. Parenting coordinator
- C. Use of other resources such as redoing website work at [www.UpToParents.org](http://www.UpToParents.org) or [www.ProudToParent.org](http://www.ProudToParent.org); additional co-parenting classes, including re-attending the basic class or attending high-conflict classes; and individual, joint, family or child counseling.

You may contact the Elkhart County Family Court Services for assistance with referral to any of these resources.

By our signatures, we, as parents, agree to all of the terms set forth above as our Agreed Parenting Plan and acknowledge that this document is now admissible as evidence in court

\_\_\_\_\_  
Mother’s Signature: Dated: \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Email address:  
  
\_\_\_\_\_  
(Provide street address if you do not have an email address.)

\_\_\_\_\_  
Father’s Signature: Dated: \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Email address:  
  
\_\_\_\_\_  
(Provide street address if you do not have an email address.)

IT IS SO ORDERED this \_\_\_\_\_.

\_\_\_\_\_  
Judicial Officer Elkhart County Family Court

**Distribution:**  
Parents

**FORM C**

**STANDARD FINANCIAL DISCLOSURE**

<b>Name</b>		<b>DOB</b>		<b>Current Age</b>	
<b>Email</b>		<b>Phone #</b>			
<b>Spouse's Name</b>		<b>Spouse's Age</b>		<b>Date of Marriage</b>	
<i>Have you and your spouse ever filed for divorce before?</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No		<i>If yes, what date?</i>	

<i>Fill in the information below for your biological children who are 19 year old or younger OR over 19 years old and attending college. Note: If there are not enough spaces to list all your children, attach additional pages where needed.</i>				
	<b>Name</b>	<b>DOB</b>	<b>Social Security #</b>	<b>Currently living with you fulltime?</b>
1.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Does your spouse have children living with you or your spouse?</b> <i>If you answered yes to the question above, please list Names and ages below:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No



7. Do you have any biological children from another relationship that live with you?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Do you or your spouse pay weekly childcare for any of your children? <i>If you answered yes to this question please answer questions 9 through 11, if you answered no, skip to question 12</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Weekly Cost of childcare	\$	10. To whom is this paid?	
11. List names of children included in the cost of childcare below:			
12. Do you currently pay court ordered child support for any person? <i>If you answered year to this question, please answer questions 13 through 15, if no skip to question 16.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Name of child/person you pay support for			14. Age
15. Name of parent you pay support to:			
16. Do you provide regular and continuing support of any person who is not your spouse or child? <i>If you answered yes to this question, please finish this section, if you answered no please skip to question 19.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
17. Name if person you support			
18. Relationship			
19. Estimated amount of support you provide weekly		\$	

<i>Fill in the information below about your income.</i>			
Employed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employer's Name	
Employer Address			Employer Phone
Total gross weekly income from employment ( <i>before taxes and deductions</i> )		\$	/Week
Total gross earnings and income reported on your last tax return		\$	/Year
Do you receive annual or regular bonuses?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How often do you receive bonus pay?		Average Amount	\$
Do you receive other benefit from employment? ( <i>i.e. Health Insurance, Life Insurance, Mileage reimbursement, a company vehicle, etc.</i> ) <i>If you answered yes, please describe the benefits you receive and the amounts for each below:</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is health insurance offered through your employment?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, are you currently enrolled in health insurance through your employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If enrolled, what family members are covered by your insurance?		<input type="checkbox"/> Spouse <input type="checkbox"/> Spouse & Children	

If enrolled, what amount do you pay for insurance?		\$	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly	
What is the total additional weekly cost of your insurance you pay for your dependent children?		\$	/Week	
Do you have an insurance card or a Medicare/Medicaid Card?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you receive any disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Amount	\$	/Month
Do you receive a regular income from any investments, rental properties, or loans that other people are paying you?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, how much?	\$	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually		
Have you ever filed for bankruptcy?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you intend to file for bankruptcy in the near future?		<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Fill in the information below about your spouse's income.**

Employed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employer's Name		
Employer Address			Employer Phone	
Total gross weekly income from employment ( <i>before taxes and deductions</i> )		\$	/Week	
Total gross earnings and income reported on your spouse's last tax return		\$	/Year	
Do your spouse receive annual or regular bonuses?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
How often do they receive bonus pay?		Average Amount	\$	
Does your spouse receive other benefit from employment? ( <i>i.e. Health Insurance, Life Insurance, Mileage reimbursement, a company vehicle, etc.</i> )		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>If you answered yes, please describe the benefits they receive and the amounts for each below:</i>				

Is health insurance offered through your spouse's employment?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, are you covered on their health insurance?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If enrolled, what family members are covered by their insurance?		<input type="checkbox"/> Spouse <input type="checkbox"/> Spouse & Children		
If enrolled, what amount do they pay for insurance?		\$	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly	
What is the total additional weekly cost of your insurance your spouse pays for your dependent children?		\$	/Week	
Do your spouse have an insurance card or a Medicare/Medicaid Card?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do they receive any disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Amount	\$	/Month

Do your spouse receive a regular income from any investments, rental properties, or loans that other people are repaying?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how much?	\$	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
Have your spouse ever filed for bankruptcy?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do they intend to file for bankruptcy in the near future?		<input type="checkbox"/> Yes <input type="checkbox"/> No

“Assets” means *EVERYTHING* you or your spouse presently own, regardless of whose name it is in or who purchased the asset. This includes items such as personal property, cars, real estate, furnishings, tools, bank accounts, investments, retirement accounts, pets, valuables, etc.

You and your spouse are required by law to disclose all known assets. For each asset you list below, please indicate the items fair value that you would place on the item in it’s now present condition.

If you have an appraisal or other known documented source for the items value, please indicate that next to the item under “documented” and attach a copy of the document or proof you have.

Note: If there is not enough space to list any asset under a particular section, attach additional Pages where needed.

Item	Person Now in Possession	Name on Title	Year Acquired	Estimated Value	Documented
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

Item	Person Now in Possession	Name on Title	Year Acquired	Estimated Value	Documented
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

Item	Person Now in Possession	Name on Title	Year Acquired	Estimated Value	Documented
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

Account	Person Now in Possession	Name on Account	Year Acquired	Present Account Value	Documented
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

This section is for online accounts including, but not limited to electronic commerce and peer to peer payment accounts (i.e. PayPal, Venmo, Cash App, Apple Pay, Google Pay, etc), online investing accounts (i.e. E-Trade, Ameritrade, Robinhood, etc.), and online sports betting (i.e. Draftkings, Fandual, Sportsbook, etc.).

Account	Person Now in Possession	Name on Account	Year Acquired	Present Account Value	Documented
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

Account	Person Now in Possession	Name on Account	Year Acquired	Present Account Value	Documented
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

					No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Account</b>	<b>Person Now in Possession</b>	<b>Name on Account</b>	<b>Year Acquired</b>	<b>Present Account Value</b>	<b>Documented</b>
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

**List all term life and permanent whole life policies. For Permanent or Whole Life policies please state the cash surrender value and whether or not any loans are owed on the policy.**

Life Insurance Company	Last 4 Digits of Acct. #	Owner of Policy	Insured's Name	Surrender Value	Death Benefit
				\$	
				\$	
				\$	
				\$	
				\$	

**These may include an inheritance you expect to receive from an estate or relative; refund from an overpaid account, deposit or tax return; payments on a loan you made to another person; rental payments; a gambling or lottery prize; an expected bonus from work; a dividend payment; proceeds from a personal injury settlement; proceeds from a lawsuit or claim; disability back pay, and other personal property you expect to receive in the near future for any reason**

Description of Asset	Person Receiving	Expected/Est. Date of Receipt	Estimated Amount/Value	Documentation
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

List any collections such as antiques, dolls, jewelry, sports cards and sports memorabilia, stamps, coins, glassware, etc.

Item/Collection	Person Now in Possession	Year Acquired	Estimated Value	Documented
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

You may attach a separate page listing all items of value if necessary. Do not include children's property.

Item	Person Now in Possession	Name on Title	Year Acquired	Estimated Present Value	Documented
Kitchen Furniture				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bedroom #1 Furniture				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bedroom #2 Furniture				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Living Room Furniture				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dining Room Furniture				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Closet Items				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Garage Items				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Basement Items				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
2 <sup>nd</sup> Floor Furnishings				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attic Storage Items				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Items in Storage Elsewhere				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Outdoor Furnishings/Items</b>				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other Furnishings/Items</b>				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

List all power tools, hand tools, tool boxes, rolling tool chests, air compressors, chargers, ladders, table saws, shovels, snow blowers, leaf vacuums, lawn mowers, weed eaters, chain saws, leaf blowers, rakes, accessories to riding lawn mowers, plows, heaters, lighting equipment, pneumatic tools, forklifts, automobile jacks, drill presses, work benches, portable work stations, clamps, saw horses, specialty drill bits, router bits, routers, planers, edgers, lathes, grinders, axes, hatchets, wood splitters, chippers, auto tools, tarps, paint sprayers, metal detectors and all similar type of tools and equipment.

<b>Item</b>	<b>Person Now in Possession</b>	<b>Name on Title</b>	<b>Year Acquired</b>	<b>Estimated Present Value</b>	<b>Documented</b>
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

List all guns, archery equipment, crossbows, knives, ammunition, tree or ladder stands, targets, scopes, decoys, bird calls, blinds, fishing rods and reels, tackle boxes, nets, oars, canoes, portable boats, waders, depth or fish finders, trolling motors, gun safes, cleaning stations, animal and fish trophy mounts.

<b>Item</b>	<b>Person Now in Possession</b>	<b>Name on Title</b>	<b>Year Acquired</b>	<b>Estimated Present Value</b>	<b>Documented</b>
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Item</b>	<b>Person Now in Possession</b>	<b>Name on Title</b>	<b>Year Acquired</b>	<b>Estimated Present Value</b>	<b>Documented</b>
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

					No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

If any of the assets you listed above were given to you (and only to you) as a gift or as part of an inheritance, please specify the asset that falls under this category and state a brief description of how you acquired the item, the items value, and when you acquired the item.

Item	Item was	Gifted or Inherited from	Date	Value
	<input type="checkbox"/> Gifted <input type="checkbox"/> Inherited			\$
	<input type="checkbox"/> Gifted <input type="checkbox"/> Inherited			\$
	<input type="checkbox"/> Gifted <input type="checkbox"/> Inherited			\$

List all debts, credit card accounts, medical bills, loans, mortgages, store accounts, charge accounts, lines of credit and any other financial obligations you own. Do not list regular utilities.

**YOU WILL BE ASKED TO PROVIDE A COPY OF THE MOST RECENT ACCOUNT STATEMENTS SHOWING BALANCES OWING ON THE DEBTS AND THE ACCOUNT INFORMATION.**

Description	Name(s) on Debt	Creditor	Balance Owed
			\$
			\$
			\$
			\$

Description	Name(s) on Debt	Creditor	Balance Owed
			\$
			\$
			\$
			\$



			\$
			\$
<b>Description</b>	<b>Name(s) on Debt</b>	<b>Creditor</b>	<b>Balance Owed</b>
			\$
			\$
			\$
			\$
<i>Include bills for you, your spouse, and children.</i>			
<b>Description</b>	<b>Name(s) on Debt</b>	<b>Creditor</b>	<b>Balance Owed</b>
			\$
			\$
			\$
			\$
<b>Description</b>	<b>Name(s) on Debt</b>	<b>Creditor</b>	<b>Balance Owed</b>
			\$
			\$
			\$
			\$
<b>Description</b>	<b>Name(s) on Debt</b>	<b>Creditor</b>	<b>Balance Owed</b>
			\$
			\$
			\$
			\$
<b>Description</b>	<b>Name(s) on Debt</b>	<b>Creditor</b>	<b>Balance Owed</b>
			\$
			\$
			\$
			\$

*By signing below you affirm that the above asset and debit information is true and correct to the best of your knowledge.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

*Fill in the information about additional children you could not fit on your Standard Financial Disclosure below for your biological children who are 19 year old or younger OR over 19 years old and attending college.*

Name		DOB	Social Security #	Currently living with you fulltime?
1.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		__/__/__	-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No

12 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
13 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
14 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
15 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
16 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
17 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
18 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
19 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
20 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
21 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
22 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
23 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
24 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
25 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
26 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
27 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
28 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
29 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No
30 .		__/__/__	__-__-__	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Form D Effective January 1, 2024**

**SUMMONS IN DISSOLUTION OF MARRIAGE WITH CHILDREN**

IN RE THE MARRIAGE OF

Case No. 20D06

(Name of Filing Party),(select: Wife, Husband)  
and

(Name of Spouse),(select: Wife, Husband)

SUMMONS DISSOLUTION OF MARRIAGE WITH CHILDREN

TO: (name of spouse being served) (address) (e-mail address)

Your spouse has filed this case for Dissolution of Marriage.

If you do not respond to this Summons, that is, if you do not file a written appearance with the Court, a Final Decree of Dissolution will be issued after 60 day granting the relief sought by your spouse as stated in their Petition for Dissolution which you should be receiving with this Summons.

Both Parents are required to follow the Family Court Local Rules 400 Series. You should read the entire set of Rules found at [www.in.gov/judiciary/rules](http://www.in.gov/judiciary/rules). A four page Highlight Summary is required to be attached to this Summons, but a full reading of those Rules is highly recommended.

Parents of Children under 18 years of age are required to attend *Transparenting Program* and children 6 years of age through 17 are required to attend *Seasons Program* both are held at Bashor Home.

If you have not already heard from your spouse concerning attending a Problem Solving Settlement Conference, then you should expect to attend such a Conference before any Court hearings unless there is an order attached to this Summons waiving that requirement.

If child support and/or spousal maintenance are requested, you are required to provide evidence of your weekly gross income (your pay before any deductions) and documents to verify year-to-date income (pay stub or employer statement) and your last income tax return, including all W-2s, 1099s and all accompanying schedules. There should be a Subpoena attached with the specific financial information that essential to make these decision.

You are highly encouraged to attain an attorney. In some circumstances if your spouse makes more money than you or controls more of your families' income, then your spouse may be ordered to pay your attorney fees. There is also a list of free or low cost attorney programs in the Family Law Highlight Summary attached to this Summons.

Hearing on Provisional (Temporary) Orders has been set for \_\_\_\_\_.  
If no hearing has been requested, you may request a hearing for living expenses, child support, maintenance.

This Summons Issued by the Clerk

Date \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Court, Elkhart County, Indiana.

Contact information for Attorney for Filer:

The following manner of service is requested: ( ) Registered Mail ( ) Certified Mail ( ) Sheriff ( ) E-Service per Trial Rule 86 ( ) Other: \_\_\_\_\_



SUMMONS DISSOLUTION OF MARRIAGE WITHOUT CHILDREN

TO: (name of spouse being served) (address) (e-mail address)

Your spouse has filed this case for Dissolution of Marriage.

If you do not respond to this Summons, that is, if you do not file a written appearance with the Court, a Final Decree of Dissolution will be issued after 60 day granting the relief sought by your spouse as stated in their Petition for Dissolution which you should be receiving with this Summons.

Both Parties are required to follow the Family Court Local Rules 400 Series. You should read the entire set of Rules found at [www.in.gov/judiciary/rules](http://www.in.gov/judiciary/rules). A four page Highlight Summary is required to be attached to this Summons, but a full reading of those Rules is highly recommended.

If you have not already heard from your spouse concerning attending a Problem Solving Settlement Conference, then you should expect to attend such a Conference before any Court hearings unless there is an order attached to this Summons waiving that requirement.

If spousal maintenance are requested, you are required to provide evidence of your weekly gross income (your pay before any deductions) and documents to verify year-to-date income (pay stub or employer statement) and your last income tax return, including all W-2s, 1099s and all accompanying schedules. There should be a Subpoena attached with the specific financial information that essential to make these decision.

You are highly encouraged to attain an attorney. In some circumstances if your spouse makes more money than you or controls more of your families' income, then your spouse may be ordered to pay your attorney fees. There is also a list of free or low cost attorney programs in the Family Law Highlight Summary attached to this Summons.

Hearing on Provisional (Temporary) Orders has been set for \_\_\_\_\_.

If no hearing has been requested, you may request a hearing for living expenses and maintenance.

This Summons Issued by the Clerk

Date \_\_\_\_\_  
\_\_\_\_\_ Clerk of the Court, Elkhart County, Indiana.

Contact information for Attorney for Filer:

The following manner of service is requested: ( ) Registered Mail ( ) Certified Mail ( ) Sheriff ( ) E-Service per Trial Rule 86 ( ) Other: \_\_\_\_\_

SERVICE ACKNOWLEDGED

I hereby acknowledge that I received a copy of this Summons and copies of the designated documents at \_\_\_\_\_, Indiana, on this date, \_\_\_\_\_,

20\_\_\_\_\_.

(Select: Wife/Husband) \_\_\_\_\_

Return of Service Information:

**Form E January 1, 2024**  
**SUMMONS PATERNITY**

-  
STATE OF INDIANA IN THE ELKHART FAMILY  
COURT  
SS: COUNTY OF ELKHART

-  
IN THE MATTER OF THE PATERNITY OF CHILD [Name], Case  
No.

\_\_\_\_\_  
Mother/Father/Putative Father,

and

\_\_\_\_\_  
[Name] Putative Father/Father/Mother

-  
-  
SUMMONS PATERNITY

-  
TO: (name of other person (address) (e-mail address)

This is a case to determine Paternity, if found, then custody, parenting time, child support and other related expenses of the child will be determined.

If you do not respond to this Summons, that is, if you do not file a written appearance with the Court, an Answer or other responsive pleading, these issues will be determined after 23 days.

Both Parties are required to follow the Family Court Local Rules 400 Series. You should read the entire set of Rules found at [www.in.gov/judiciary/rules](http://www.in.gov/judiciary/rules). A four page Highlight Summary is required to be attached to this Summons, but a full reading of those Rules is highly recommended.

If you have not already heard from the person filing this case concerning attending a Problem Solving Settlement Conference, then you should expect to attend such a Conference before any Court hearings unless there is an order attached to this Summons waiving that requirement.

If the parties signed a Paternity Affidavit at the time of the child's birth, paternity has been established. If the Petition is seeking child support you are required to provide evidence of your weekly gross income (your pay before any deductions) and documents to verify year-to-date income (pay stub or employer statement) and your last income tax return, including all W-2s, 1099s and all accompanying schedules. There should be a Subpoena attached with the specific financial information that essential to make these decision.

You are highly encouraged to attain an attorney. If you cannot afford an attorney, there is a list of free or low cost attorney programs in the Family Law Highlight Summary attached to this Summons.

Hearing has been set for \_\_\_\_\_.

This Summons Issued by the Clerk

Date \_\_\_\_\_

Clerk of the Court, Elkhart County, Indiana.

Contact information for Attorney for Filer:

The following manner of service is requested: ( ) Registered Mail ( ) Certified Mail ( ) Sheriff ( ) E-Service per Trial Rule 86 ( ) Other: \_\_\_\_\_

-  
-

SERVICE ACKNOWLEDGED

I hereby acknowledge that I received a copy of this Summons and copies of the designated documents at \_\_\_\_\_, Indiana, on this date, \_\_\_\_\_,

20\_\_\_\_\_.

(Select: Wife/Husband) \_\_\_\_\_

-  
-

Return of Service Information:



Document F: Highlights of Family Law Local Rule 400 Series **January 1, 2021**

It is highly recommended you read the entire Rule at [www.in.gov/judiciary/rules](http://www.in.gov/judiciary/rules)

**The primary mission of the Elkhart County Family Court is to provide a trauma-informed, comprehensive, evidence-based, innovative court dedicated to child and family focused decision making that results in outcomes that advance the needs of children and their families. LR20FL00401.4**

### **Family Justice Reform**

The following Principles of Family Justice Reform are practiced by this Court:

#### A. Problem-Solving Approach

1. Direct an Approach that Focuses on Problem Solving
2. Involve and Empower Parties. Online Dispute Resolution (ODR)
3. Courts are to be Safety- and Trauma-Responsive
4. Provide Information and Assistance

#### B. Triage Family Case Filings with Mandatory Pathway Assignments.

5. Use a Service-based Pathway
6. Streamlined Pathway. Minimal Court Resources
7. Tailored Services Pathway. More than minimum but not complex. Mediation
8. Judicial/Specialized Pathway. Substantial Court and Community Resources.

#### C. Training and Stakeholder Partnerships

9. Training and Stakeholder Partnerships
10. Identify and Strengthen Community Partnerships

#### D. Data Collection, Evaluation, and Technology Innovation

11. Improve Ongoing Data Collection, Analysis, and Use of Data to Inform Case

Management

12. Collect and Analyze User-Evaluation Metrics
13. Implement Innovative and Appropriate Technology. **LR20FL00406.2**

See: [https://www.ncsc.org/\\_data/assets/pdf\\_file/0018/18522/fji-landscape-report.pdf](https://www.ncsc.org/_data/assets/pdf_file/0018/18522/fji-landscape-report.pdf)

### **Problem Solving and Cooperative Model**

This model requires:

1. Enhanced information to improve decision making.
2. Engaging the community to assist with problem solving.
3. Collaboration with social service providers and other stakeholders.
4. Linking participants with community services based on risk and need.
5. Teaching the parties cooperation and problem-solving skills throughout the process to create a life-long impact on children and families. **LR20FL00406.3**

### **Bundling of Cases**

If the same family has multiple family law related cases they may be bundled, that is, heard by the same judicial office and at the same time. The following criteria will be utilized to make decisions if cases should be bundled: **LR20TR81.1402.3**

14. How related are the factual and legal issues?
15. Are all or most parties the same?
16. At what stage of development are the cases? Is there any benefit to coordination?
17. Is this a one-time event that will be resolved in one or two visits to court?

### **Three Pathways**

Your case will be evaluated and placed in one of Three Pathways:

**Streamlined** Everything or nearly everything agreed upon or do not know where other party is located. This pathway is the fastest, simplest, least expensive path through the court. Agreed Decrees and Property Settlement Agreements are available in the Access to Justice Center in the Courthouse or at [www.ElkhartFamilyLaw.org](http://www.ElkhartFamilyLaw.org). Notice by Publication is required if you do not know the whereabouts of the other party.

**Tailored** Some agreement but may need help with some issues such as details of custody and parenting time and asset division. Problem Solving Settlement Conferences will be required where you sit down with the other party an attempt to come to agreement on all or as many of your issues as possible. You may then enter into mediation if all matters are not agreed upon, then you may also have relatively short courtroom hearings or courtroom trials on limited issues. The Court may enter a Case Management Order to direct the progression of your case.

**Specialized/Judicial** Major issues: may include contested custody or parenting time, domestic/family violence, alcohol/drug abuse, emotional abuse, sexual abuse. This pathway will involve other professionals that may include staff from the Office of Family Court Services, Guardian Ad Litem, and community agencies staff. The Court may order individual and family assessments, substance abuse treatment, drug screening, counseling, supervised parenting time. A community based family team may be created when multiple agencies are involved in a series of interventions that are aimed at the issues presented in the case by the parents and children. Whenever, there are safety issues for anyone in the case this Pathway will be chosen. There is more Judicial oversight in this Pathway. **LR20FL00409**

**Both parents are required to submit the Triage Questionnaire.**

**Compliance Checklist Form G is also Required**

Available at the Access to Justice Center in the Courthouse

Or at [www.ElkhartFamilyLaw.org](http://www.ElkhartFamilyLaw.org)

### **Other Parental Requirements**

Dissolution of Marriage: [www.UptoParents.org](http://www.UptoParents.org) Legal Separation: [www.WhileWeHeal.org](http://www.WhileWeHeal.org) Paternity [www.ProudToParent.org](http://www.ProudToParent.org) **LR20FL00415**

Transparenting for Divorcing Parents; Seasons for their Children and Peaceful Parenting for Paternity parents. **LR20FL00416** and all parents must submit a **Parenting Plan Proposal LR20FL00417**

### **Problem Solving Settlement Conference Requirement**

This is the main component of any Family Law Case. The parties are required to communicate with one another, in person, virtually, in shuttle diplomacy with or without a third party facilitator. These conferences are even required prior to filing. In Family Law, surprise or predator type pleadings are not acceptable. Pleading and Trial by ambush are prohibited. There are very specific rules in regard to Emergency filings and Emergency orders. When there is immediate danger or harm alleged such matters must be reported to Child Protective Service 1-800-800-5556. The Family Court does not have the ability to perform immediate investigations, rather, the Indiana Department of Child Services through Child Protective Services has been established for those purposes.

Each new filing or new event should trigger a Problem Solving Settlement Conference. Many cases will have multiple Problem Solving Settlement Conferences. Even in cases where domestic and family violence has occurred some form of conferencing or mediation may occur with a well trained facilitator, parties need not be in the same room or even in the same building or city for that matter to have a successful structured conference or mediation. There are always exceptions to the Rule in extreme circumstance and waiver of this Rule must be request in a filing with the court that explains in detail the reasons for requesting waiver of this Rule. **LR20-FL00407**

### **Next Step-Alternative Dispute Resolution LR20ADR-108**

If the Problem Solving Settlement Conference is not successful in whole or part, then the next step is Alternative Dispute Resolution. This may be mediation or some other form of ADR as allowed by Indiana ADR Rules. In mediation, parties meet with a certified mediator that has undergone extensive training to attempt to

resolve the issues involved in their cases. Parties pay a mediator to assist them. There is On Line Dispute Resolution available, as well as, a lower cost mediation Program available through the Center for Community Justice. Parties may choose mediation at any time. If ordered by the court, then the parties have seven (7) days to agree on a mediator. See: [Mediators - Search \(in.gov\)](#). If there is no agreement, then the court names a panel of three and each side eliminates one and the remaining mediator is appointed as mediator for that case. Many cases will have multiple mediations and the same rules that apply to Problem Solving Settlement Conferences as to location and circumstances of the meeting apply to mediation. **LR20FL00-107**

### **JudicialDetermination**

If all efforts fail to resolve issues, then the Court may issue various orders and require Pre-Trial Meeting between the parties with specific tasks to be accomplished. Further Case Management Orders, Status Conferences, Pre-Trial Conferences and Pre-Trial Orders may be utilized. This is the most time consuming and expensive process to resolve family issues, in some cases the expenses could equal that of an Ivy League education! In the end a Judicial Officer imposes a decision on the family, rather than the family making decisions for themselves. **LR20TR16-123**

### **ModelTimeStandards**

Time Frames for children differ than time frames for adults. Children have different developmental needs than adults, Delays may cause trauma to all involved, but especially to children. Lack of time frames may cause injustice and unfairness to parties without resources and may be used by some to manipulate the system in their favor. Therefore, for Family/Dissolution/Paternity/Allocation of Parental Responsibility cases the following Time Standards have been adopted:

75% within 120 days: 180\*

90% within 180 days: 240\*

98% within 365 days: 425\*

\***TheModelTimeStandardsforStateTrialCourts** publication of the National Center for State Courts states these times do not include statutory imposed waiting time periods. See: [Model Time Standards for State Trial Courts \(ncsc.org\)](#)

- Case Management Standards: Streamlined: Uncontested Dissolutions may be set for Final Hearing upon expiration of the 60 day waiting period.
- Case Management Standards: Tailored and Specialized/Tailored Pathways

Initial Provisional Hearing (Temporary Orders) within 21 days of filing of a request for such Provisional Hearing when it is alleged by filer that there is a need for temporary orders for housing costs, child support and payment of essential bills. Upon filing and notice to other party Problem Solving Settlement Conference to be held within 14 days of filing. Disclosure of income tax return, three most recent pay periods required at this meeting.

Party Requested Case Management Conference with the court between Provisional Hearing and Discovery and Standard Financial Disclosure date.

Discovery concluded; Standard Financial Disclosures completed, Proposed Parenting Plan 90 days after filing with verification of completion of same filed with the court. **LR20TR26-121;121.15**

At the 95 days after filing, Case Review by Court Staff/Family Service Staff/Administrative Staff/Judicial Officer of all cases wherein no action/filings/hearings have occurred for possible setting of TR 41(E) hearing.

Second Problem Solving Settlement Conference if one held prior to Provisional Hearing or Initial Problem Solving Settlement Conference by day 110 after filing.

Alternative Dispute Resolution held by day 150 after filing.

Case Management and Pre-Trial Conference by day 180 of filing. **LR20FL00-111**

### **AdverseChildhoodExperiences**

The Elkhart Family Court is committed to provide Trauma informed processes, interventions and a physical atmosphere in the Courthouse that assures all persons of their safety and wellbeing. **LR20FL00-112**

See: [Adverse Childhood Experiences \(ACEs\) \(cdc.gov\)](#)

**Waiver of any Rule may be requested to address personal safety issues.**

**Where to Find Help**

Access to Justice Center in the Courthouse has “Navigator” Staff that can assist you in processes that are available including form pleading and review of those pleading to assure they are complete. They cannot give you legal advice on how best to resolve your issues or the merits of your cause. They can assist you with forms in the Center’s computers or provide paper forms. They may also assist with the e-filing process. Helpful websites: [www.ElkhartFamilyLaw.org](http://www.ElkhartFamilyLaw.org); [www.in.gov/judiciary/selfhelp](http://www.in.gov/judiciary/selfhelp) [Self-Help Landing Page - Indiana Legal Help](#)

Free or Low Cost Legal Help:

<p><u>The Volunteer Lawyer Network, Inc.</u>  <u>P.O. Box 1358</u>  <u>117 ½ N. Main St.</u>  <u>South Bend, IN 46624</u>  <u>574-277-0075</u>  <a href="mailto:volunteerinc@att.net">volunteerinc@att.net</a>  <a href="http://www.volunteerlawyernetwork.org/">www.volunteerlawyernetwork.org/</a></p>	<p><u>Elkhart Legal Aid, Inc</u>  <u>Elkhart Court House</u>  <u>315 S. Second St.</u>  <u>Elkhart, IN 46516</u>  <u>574-294-2658</u></p>	<p><u>Indiana Legal Services South Bend Office</u>  <u>401 E. Colfax Suite 116</u>  <u>South Bend, IN 46617</u>  <u>800-288-8121</u></p>
<p><u>Notre Dame Legal Aid Clinic</u>  <u>725 Howard St.</u>  <u>South Bend, IN 46617</u>  <u>574-631-6704</u>  <a href="http://www.law.nd.edu/legal-aid-clinic/">www.law.nd.edu/legal-aid-clinic/</a></p>	<p><u>Center for Legal Justice [Se Habla Espanol]</u>  <u>220 West High Street</u>  <u>Elkhart, IN 46516</u>  <u>574-333-2037</u>  <u>574-217-4488 (fax)</u>  <a href="http://www.centerforlegaljustice.net">www.centerforlegaljustice.net</a></p>	

t-drive/Family Court Forms/Family Law Highlights

COMPLIANCE CHECKLIST

Mother/Father  
and

Mother/Father

**You should read the complete set of Family Court Rules found at [www.in.gov/judiciary/rules](http://www.in.gov/judiciary/rules). Paper copies available in *Address to Justice* in the Courthouse Mission of Family Court.**

The primary mission of the Elkhart County Family Court is to provide a trauma informed, comprehensive, evidence based, innovative court dedicated to child and family focused decision making that results in outcomes that advance the needs of children and their families.

1. Have you provided a list of all other cases you the other party and the children may be involved. This includes Orders of Protection, Juvenile Delinquency and Child in Need of Services, Guardianships, crimes against each other or the children, Child Support Cases, Juvenile Paternity cases, Grandparent Visitation?

There are no other cases. \_\_\_\_\_, There are other cases and they have been provided.

2. Completed worksheets at [www.UpToParents.org](http://www.UpToParents.org) for divorcing parents/ [www.WhileWeHeal.org](http://www.WhileWeHeal.org) for legally separated parents/ [www.ProudToParent.org](http://www.ProudToParent.org) for parents that never married. \_\_\_\_\_ Yes \_\_\_\_\_ No

3. That after I completed the worksheets, I exchanged or merged them with the other parent. \_\_\_\_\_ Yes \_\_\_\_\_ No.

4. We submitted our worksheet commitments to the Court. \_\_\_\_\_ Yes \_\_\_\_\_ No

5. I have completed the Triage Questionnaire. \_\_\_\_\_ Yes \_\_\_\_\_ No

6. We have held a Problem Solving Settlement Conference prior to filing. \_\_\_\_\_ Yes \_\_\_\_\_ No

7. We have a Problem Solving Settlement Conference Scheduled before the hearing. \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, when is it scheduled? \_\_\_\_\_ . If No, Why? \_\_\_\_\_

8. We have submitted an Agreed Parenting Plan, or portions thereof, stating our areas of agreement and our areas of disagreement. \_\_\_\_\_ Yes \_\_\_\_\_ No

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Attorney \_\_\_\_\_ Date: \_\_\_\_\_

t-drive/Family Court Forms/Form G

**Form H First Order**

STATE OF INDIANA

) IN THE ELKHART SUPERIOR COURT 6  
FAMILY COURT

COUNTY OF ELKHART

)  
) CASE NO: 20D06-

**ORDER**

Trial Rule 81.1 Family Law Procedures will be followed in this case.

Parties are ordered to comply with the Elkhart County Local Rule: Rules for Family Court and Order of Protection: 400 Series. Those Rules may be found at [www.in.gov/judiciary/rules](http://www.in.gov/judiciary/rules) or in the Access to Justice Center in the Elkhart Courts Building.

Parties are required to list all other cases including case number that they or other family or household members are involved. See: LR20-TR81.1-402.

Transparenting, Seasons or Peaceful Parenting Classes required. See: LR20-FL00-416.

Problem Solving Settlement Conferences are required before filing with exceptions as allowed by local rule. See: LR20-FL00-407.

Each party is required to complete and submit a Triage Questionnaire. The party filing must submit the questionnaire upon filing and the responding party has ten (10) days after service of process to submit the questionnaire. The questionnaire will assist and determine the proper Pathway for this case. See LR20-FL00-409.

Parties are required to engage in Alternative Dispute Resolution with some exceptions as allowed by local rule. See; LR20-ADr-408.

Case Management Standards apply to this case; that is,

75% within 120 days: 180\*  
90% within 180 days: 240\*  
98% within 365 days: 425\*

See: LR20-FL00-411.

The following Case Management and hearing dates are now issued:

Final Uncontested Hearing Date: \_\_\_\_\_

Provisional Hearing Date: \_\_\_\_\_

Case Management Conference Date: \_\_\_\_\_

Discover to be completed by \_\_\_\_\_

Standard Financial Disclosure Due Date: \_\_\_\_\_

Proposed Parenting Plane Due Date: \_\_\_\_\_

Alternative Dispute Resolution(mediation) to be completed by \_\_\_\_\_

Pre-Trial Conference Date: \_\_\_\_\_

Trial Date: \_\_\_\_\_

So ordered on this the \_\_\_\_ of 20\_\_\_\_.

\_\_\_\_\_  
Judge David C. Bonfiglio  
Elkhart Superior Court 6

Distributio  
n:

**Form I Triage Questionnaire for Guardianship Cases**

Triage Questionnaire for Guardianship Cases

Case No. \_\_\_\_\_ Your Name \_\_\_\_\_

If an adult needs a guardian, then a Guardianship is the proper proceeding. This form will assist the court in determining which Pathway is the best process to follow. See descriptions below for the three Pathways.

Is the adult Safe? Yes No, If No Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who cares for the person now?

\_\_\_\_\_

Does the adult that needs care own property? If so, describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On the other hand, if the care of a child is involved then this form will assist in determining if a Guardianship or a Petition seeking a determination of custody of a child under IC 31- 17-2-3 (2) is the most appropriate. That statute states: “a person other than a parent” may seek a determination of custody.

Does the child own Property, have money due or coming to the child, including insurance proceeds or wrongful death funds? Yes No: If yes

explain: \_\_\_\_\_

\_\_\_\_\_

Who cares for the child now?

\_\_\_\_\_

\_\_\_\_\_

Where are the child’s parents?

\_\_\_\_\_

\_\_\_\_\_

Is the child Safe? Yes No, If No, explain:

\_\_\_\_\_

\_\_\_\_\_

Are there any other cases involving the child and parents, including Orders of Protection, Child in Need of Service or Criminal cases where the child is the victim? Yes No, If so; what are they and case numbers: \_\_\_\_\_

\_\_\_\_\_

If the child has no property, no money is due or coming to the child, then a Petition under IC 31-17-2-3(2) is more appropriate because it does not require the many technical and ongoing yearly requirements of a Guardianship. It is less expensive for the custodians and equally serves the needs of the child. If there is an existing Juvenile Paternity case or Dissolution of Marriage case, then a Petition or Motion in that case per IC 31-17-2-3 (2) is appropriate. If there are no such cases, then a Petition for Custody may be filed as a new case as a Miscellaneous Civil case (MI).

For **both children and adults** situations do all the people involved agree or disagree that care is needed for the person?

Explain who agrees and who disagrees.

\_\_\_\_\_

\_\_\_\_\_



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Let's talk about the Pathways. **Streamlined:** Everything or nearly everything agreed upon. **Tailored** Some agreement but may need help with some issues. **Specialized/Judicial:** Major issues: may include contested custody, domestic/family violence, alcohol/drug abuse, emotional abuse, sexual abuse. Which one do you think fits you?

- Streamlined**
- Tailored**
- Specialized/Judicial.**

## **Elkhart Superior Court Small Claims Court Local Rules**

### **LR20SC01-501 Scope**

These rules shall govern the practice and procedure for the Elkhart Superior Small Claims Court. These rules apply only to Small Claims (SC) cases. The small claims rules promulgated by the Indiana Supreme Court are hereinafter referred to Ind. Small Claims Rule or Ind. Sm. Cl. R. . The Indiana Rules of Trial Procedure are hereinafter referred to as Ind. Trial Rule or Ind. T.R. . The Local Civil Rules of the Elkhart Superior and Circuit Courts are hereinafter referred to as Elkhart County Local Civil Rule or E.C.L. Civ. R.

### **LR20SC00-502 General Procedure**

**(A) Conflict of Rules.** All cases in the Elkhart Superior Small Claims Court shall be governed by the Small Claims Rules promulgated by the Indiana Supreme Court, and the Local Rules set forth herein. In instances where the Local Rules conflict with the Rules promulgated by the Indiana Supreme Court, the Supreme Court Rules shall control.

#### **(B) Filing Documents**

**1. Parties Represented by Attorneys** The filing of documents by an attorney shall be done pursuant to the provisions of Ind. Trial Rule 86, the Indiana Rules on Access to Court Records, and such other rules as promulgated by the Supreme Court.

**2. Unrepresented Parties.** The filing of documents by an unrepresented party (also referred to as a self-represented party and pro se litigant) is not subject to the electronic filing requirements of Ind. Trial Rule 86. The filing of documents by an unrepresented party is subject to the requirements of the Indiana Rules on Access to Court Records, and such other rules as promulgated by the Supreme Court.

**3. Confidential Information.** The filing of documents containing confidential information is subject to the requirements of the Indiana Rules on Access to Court Records, and such other rules as promulgated by the Supreme Court. Confidential information includes, but is not limited to, medical records, medical bills, complete social security numbers, and complete account numbers for financial records such as bank accounts. Attorneys and unrepresented parties are required to file a Public Access Version and Non-Public Access Version of documents containing confidential information.

**(C) Appearance by Spouse.** With the exception of Proceedings Supplemental and Contempt hearings or as otherwise ordered by the Court, when legally married spouses are co-plaintiffs or co-defendants in a case, the appearance of one (1) spouse at a hearing shall be considered and treated as if both spouses are present. The appearing spouse shall verify under oath that no divorce or legal separation case has been filed or is pending, and that the spouses are living together.

**(D) Unrepresented Party's Current Addresses.** All parties are required by Ind. T.R. 3 (A)(1) to provide a mailing address, phone number and e-mail address. Notices and Orders from the Court are sent to an unrepresented party at the most recent e-mail address, if no e-mail address then to a mailing address, contained in the chronological case summary. An unrepresented party is solely responsible to keep their addresses updated in the chronological case summary for all cases in which they are a party.

**(F) Advisement of Rights** All self-represented litigants shall be provided an Advisement of Rights as adopted by the Elkhart Superior Court in the initial pleadings by the Plaintiff if represented by counsel or by the Clerk of the Court or Court Staff if not represented by counsel and at each subsequent hearing. The Advisement of Rights is Appendix C.

#### **LR20SC00-503 Forms**

**(A) Court's Forms.** The Court in conjunction with the Clerk of the Circuit and Superior Courts has prepared forms for use by parties, the Clerk, and the Court. All parties shall use the forms as drafted. The use of a modified or altered form may result in the pleading or motion being struck from the record or denied. Copies of the forms as updated from time to time can be obtained at the Access to Justice Center and on-line at the Court's website ([www.ElkhartCountyIndiana.com/courts](http://www.ElkhartCountyIndiana.com/courts)).

**(B) Signature Line.** All proposed orders and forms requiring the signature of a judicial officer shall have a signature line for "Magistrate Elkhart Superior Court".

#### **LR20AR00-504 Hearing Calendars**

**(A) General Procedure** Upon the filing of a Notice of Claim, the case will be set on the small claims calendar.

**(B) Claims Calendar.** No trial will be held on a case scheduled on the small claims calendar. A case scheduled on the small claims calendar is for the purpose of determining whether the defendant contests the claim, and for the parties to attempt to resolve the case by settlement.

**(1)** In all cases wherein both parties are self-represented litigants, If the defendant contests the claim, the court may order immediate or at a later date mediation without cost to the parties though the Elkhart Center for Community Justice.

**(2)** If a defendant fails to appear for a small claims calendar hearing, a default judgment may be entered in favor of the plaintiff against the defendant.

**(3)** If the plaintiff fails to appear for a small claims calendar hearing the case may be dismissed with or without prejudice.

**(C) Trial Calendar.** If the Notice of Claim is set on the trial, all parties shall be prepared for trial and presentation of evidence at that hearing. The parties are responsible for requesting the appropriate amount of time for the trial.

**LR20-TR4-505 Service of Claims and Counterclaims**

**(A) Notice of Claim.** A defendant shall be served with a Notice of Claim consistent with the provisions of Ind. Trial Rule 4.1 through Ind. Trial Rule 4.17, at least ten (10) days prior to the scheduled hearing on the claims calendar, and twenty (20) days prior to the scheduled hearing on the trial calendar.

**(B) Notice of Counterclaim.** A plaintiff shall be served with a Notice of Counterclaim consistent with the provisions of Ind. Trial Rule 5, at least twenty (20) days prior to the scheduled hearing on the claims calendar or trial calendar.

**(C) Petition for Emergency Possessory Order.** A Notice of Claim and Verified Petition for Emergency Possessory Order may be served on a defendant fewer than twenty (20) days before the emergency possession hearing. Service of the Notice of Claim and Verified Petition for Emergency Possessory Order shall be done consistent with the provisions of Ind. Trial Rule 4.1 through Ind. Trial Rule 4.17.

**(D) Failure to Timely Serve a Notice of Claim or Notice of Counterclaim.**

1. A party is entitled to a continuance of a trial if they have not been timely served with a Notice of Claim or Notice of Counterclaim.

2. No default judgment shall be granted on a claim if the defendant has not been timely served with the Notice of Claim.

3. No default judgment shall be granted on a counterclaim if the plaintiff has not been timely served with the Notice of Counterclaim.

**LR20-SC12.1-506 Change of Judge**

Change of Judge shall be controlled by SC Rule 12.1 Any such Motion granted shall follow LR20-TR79-224.

**LR20-SC5-507 Counterclaims Over Small Claims Court Jurisdiction**

**(A) Counterclaims in Excess of the Court's Monetary Jurisdiction.** A defendant who has a counterclaim in excess of the monetary jurisdiction of the Small Claims Court and does not wish to waive the excess amount of the counterclaim, must file the counterclaim in a timely fashion as a separate case on the plenary docket of the Elkhart Superior Court Civil Division. Either party may then file a motion for consolidation pursuant to Ind. Trial Rule 21(B) in both pending cases.

**(B) Counterclaims Outside the Court's Subject Matter Jurisdiction.** A defendant who has a counterclaim outside the subject matter jurisdiction of the Small Claims Court must file the counterclaim in a timely fashion as a separate action on the plenary docket of the Elkhart Superior Court Civil Division. Either party may then file a motion for consolidation pursuant to Ind. Trial Rule 21(B).

**LR20-TR53.5-508 Continuances**

**(A) General Rule.** Except as provided in paragraphs (B) and (D) below, each party to a case may be granted one (1) continuance as a matter of right without showing good cause. However, a continuance under this subsection shall not be granted within seven (7) days of the hearing or trial, unless approved by a Judicial Officer. All motions for continuance must be made in writing with service to all other parties. The party obtaining a continuance shall notify all other parties to the case in a timely fashion that the matter has been continued, and of the new date and time for the hearing or trial. On a showing of good cause the Court may grant an oral motion for continuance at the beginning of a hearing or trial.

**(B) Possession of Real Estate or Personal Property.** Except on good cause shown and approval by a Judicial Officer, no continuance of a hearing or trial will be granted to a defendant where the case involves possession of real estate or personal property.

**(C) Agreed Continuance.** Any hearing or trial may be continued by agreement of the parties.

**(D) Proceedings Supplemental.** Except on good cause shown and approval by a Judicial Officer, no motion for continuance of a proceedings supplemental will be granted. The parties by agreement may continue a proceedings supplemental.

#### **LR20-TR41-509 Dismissal of Case**

**(A) Dismissal by Plaintiff.** A case may be dismissed by the plaintiff at any time prior to the filing of a counterclaim, answer, motion for summary judgment, or other dispositive motion by the defendant.

**(B) Dismissal by Stipulation.** A case may be dismissed by filing a stipulation of dismissal signed by all parties.

**(C) Failure to Prosecute or Failure to Comply with Rule or Order.** Consistent with Ind. Trial Rule 41(E), the Court on its own motion may set a hearing for the purpose of dismissing a case if there has been no action on the case for a period of more than sixty (60) days, or if a party has failed to comply with a rule or order.

**(D) Failure to Appear.** If the plaintiff on a claim or the defendant on a counterclaim fails to appear within the allotted time (fifteen (15) minute grace period) for a hearing on the claims calendar or for the trial, then the claim or counterclaim shall be dismissed without prejudice. The claim or counterclaim may be dismissed with prejudice upon a showing of good cause such as a prior failure to appear for a hearing on the claims calendar or for a trial.

#### **LR02-TR60-510 Default**

**(A) Grace Period.** All parties are granted a fifteen (15) minute grace period to appear for a hearing or trial. The failure of a party to appear within the grace period may result in the entry of a default judgment, dismissal of claim, granting or denying of a pending motion, dismissal of a proceedings supplemental, the entry of a garnishment order, or other sanctions, including the issuance of a body attachment.

**(B) Claim.** If a defendant fails to appear within the allotted time for a hearing on the claims calendar or for a trial, then the plaintiff may be entitled to a default judgment on the claim. Before a default

judgment is granted, the record must reflect proof of service of the Notice of Claim, and the plaintiff must file an Affidavit for Judgment by Default along with any other supporting documentation as required by the Court.

**(C) Counterclaim.** If a plaintiff fails to appear within the allotted time for a hearing on the claims calendar or for a trial then the defendant may be entitled to a default judgment on the counterclaim. Before the default judgment is granted, the record must reflect proof of service of the Notice of Counterclaim, and the defendant must file an Affidavit for Judgment by Default along with any other supporting documentation required by the Court.

**(D) Motion to Set Aside Default Judgment.** A default judgment may be set aside according to the provisions of Ind. Small Claims Rule 10(C) and Ind. Trial Rule 60(B).

(1) An expedited hearing on a motion to set aside default judgment will be set on the trial calendar.

(2) In any case in which a motion to set aside default judgment has been filed, collection proceedings will not be stayed unless a motion to stay is filed and granted pursuant to Ind. Trial Rule 62(B).

**(E) Default on Proceedings Supplemental.** Each party is granted a fifteen (15) minute grace period to appear for any proceedings supplemental. The grace period shall begin at the time scheduled for the proceedings supplemental. After the fifteen (15) minute grace period has elapsed the following rules shall apply:

(1) If the judgment debtor has failed to appear, the judgment creditor may file a motion for sanctions against the judgment debtor.

(2) If the judgment creditor has failed to appear or call the judgment debtor's case for the proceedings supplemental within the grace period, then the judgment debtor may leave the proceedings supplemental and shall not be subject to sanctions for failing to appear. The grace period for this purpose shall begin at the time scheduled for the proceedings supplemental or at the time the judgment debtor registers with the Small Claims Court, whichever is later. Prior to leaving court, the judgment debtor shall notify the Small Claims Court that the grace period has expired and that the judgment debtor is leaving.

**(F) Default on Rule To Show Cause (Contempt).** Each party is granted a fifteen (15) minute grace period to appear for any contempt. The grace period shall begin at the time scheduled for the contempt. After the fifteen (15) minute grace period has elapsed the following rules shall apply:

1. If the judgment debtor has failed to appear the judgment creditor may file a motion for sanctions against the judgment debtor.

2. If the judgment creditor has failed to appear or call the judgment debtor's case for the contempt within the grace period, the judgment debtor may leave and shall not be subject to sanctions for failing to appear. The grace period for this purpose shall begin at the time scheduled for the contempt or at the time the judgment debtor registers with the Small Claims Court, whichever is later. Prior to leaving court, the

judgment debtor shall notify the Small Claims Court that the grace period has expired and that the judgment debtor is leaving.

**LR20SC10-511 Default Judgment**

**(A) General Requirements.** The following documents or information shall generally be a part of the chronological case summary at the time that a request for default judgment is filed. The documents or information may be filed prior to the request for default judgment, or as part of the Affidavit for Judgment by Default:

1. Proof of service of the Notice of Claim or Notice of Counterclaim in compliance with LR20-TR4-505.

2. Affidavit of Non-Military Service including the Service members Civil Relief Act Status Report from the Department of Defense.

3. If the claim includes prejudgment interest, a written calculation of the amount of interest. The calculation shall include the time period and interest rate. If the interest rate is higher than the statutory rate for prejudgment interest, documentation shall be included that supports the use of a higher interest rate.

4. If the claim includes attorney fees, an attorney fee affidavit shall be filed along with documentation or legal authority (statute or case law) to support an award of attorney fees.

5. An Affidavit of Debt in a form that complies with the requirements of Ind. Small Claims Rule 2(B)(4)(b)(Appendix A). If the plaintiff is not the original creditor, then the Affidavit of Debt shall include additional information required by Ind. Small Claims Rule 2(B)(4)(c).

6. Any agreement, contract, lease, invoice, receipt, bill or other written documentation that serves as a basis for the claim.

7. Copies of all assignments/transfers of the debt.

8. A proposed order for default judgment in a form approved by the Court.

**(B) Accounts.** In cases involving accounts, the following additional documentation or information shall be a part of the chronological case summary at the time that a request for default judgment is filed:

1. An Affidavit of Debt in a form that complies with the requirements of Ind. Small Claims Rule 2(B)(4)(b).

2. If the plaintiff is not the original creditor, then the Affidavit of Debt shall include the additional information required by Ind. Small Claims Rule 2(B)(4)(c).

3. If the plaintiff is not the original creditor, then a sworn statement by plaintiff or plaintiff's attorney that the statute of limitations on the claim has not expired.

4. Any agreement, contract, lease, invoice, receipt, bill or other written document that serves as a basis for the claim.

**(C) Medical Bills.** In cases involving medical bills, the following additional documentation or information shall be a part of the chronological case summary at the time that a request for default judgment is filed:

1. An account statement or other documentation from the medical provider which includes:
  - a. The name of the medical provider, and name of the patient or responsible party.
  - b. The unpaid account balance.
  - c. The account number consistent with the requirements of Indiana Access to Court Records Rule 5.
  - d. A detailed summary of the dates of service, charges for medical care and treatment, payments received by the medical provider, and any write-offs on the account.

**(D) Credit Cards.** In cases involving credit cards, the following additional documentation or information shall be a part of the chronological case summary at the time that a request for default judgment is filed:

1. The name of the original credit card company.
2. The unpaid account balance and charge off date.
3. Date and amount of the last payment.
4. The account number consistent with the requirements of Indiana Access to Court Records Rule 5.
5. Date the defendant defaulted on the account.
6. Interest rates(s) for the account.
7. Summary of fees assessed to the account, including but not limited to late fees and over limit fees.
8. Monthly billing statement for the last payment or last purchase, whichever is later. The statement should include the following information:
  - a. Defendant's name and address.
  - b. Date of last payment or purchase.
  - c. Interest rate and any fees.
9. An itemized statement for the amount requested as a judgment. The itemization shall include the amount charged to the account by the debtor, interest, and fees.
10. If the plaintiff is not the original creditor, then a sworn statement by plaintiff or plaintiff's attorney that the statute of limitations on the claim has not expired.

**(E) Landlord/Tenant Cases.** In cases involving unpaid rent and/or damages to rental property, the following additional documentation or information shall be a part of the chronological case summary at the time that a request for default judgment is filed:

1. Lease agreement.
2. Ledger or other summary of charges and payments.
3. Itemization of unpaid rent, late fees, and other damages.
4. A copy of the written notice to the defendant regarding disposition of the security deposit and itemization of damages.

**(F) Installment Loan Contract/Repossession.** In cases involving installment loan contracts or repossession, the following additional documentation or information shall be a part of the chronological case summary at the time that a request for default judgment is filed:

1. A copy of the original contract with the defendant's signature.
2. An itemization of all amounts paid on the contract by the defendant.
3. If the personal property was repossessed:
  - a. The date of repossession.
  - b. The current location of the property.
4. If the personal property has been sold:
  - a. The date and location of the sale.
  - b. The gross amount of the sale proceeds.
  - c. An itemization of all deductions/charges from the gross sale proceeds.
  - d. The amount of the gross sale proceeds applied to the account balance.
5. Copies of all notices to the defendant regarding repossession and/or sale of the vehicle.

**(G) Motor Vehicle Collision Cases.** In cases involving property damage or personal injury arising out of a motor vehicle collision, the following additional documentation or information shall be a part of the chronological case summary at the time that a request for default judgment is filed:

1. Any accident report by a law enforcement agency.
2. Medical bills for treatment of injuries consistent with Indiana Access to Court Records Rule 5.
3. An itemization of any claim for lost wages with supporting documentation.
4. An itemization of all claimed damages.
5. If the defendant was not the operator of the motor vehicle, documentation and legal authority to support a claim against that person.

**(H) Unavailable Information or Documentation.** If any of the information or documentation required by LR20-SC10-511(A) through LR20-SC-10- 511(G) is unavailable, the party requesting a default judgment shall file an affidavit that identifies the unavailable information or documentation and states why the information or documentation is unavailable.



## **LR20-TR00-512 Attorney Fees**

**In General** Attorney fees may be awarded in a case if there is a written agreement for payment of attorney fees, or if based on legal authority such as a statute or case law. The amount of an attorney fee award shall be subject to the sound discretion of the Court. A request for an award of attorney fees at trial or as part of a default judgment shall include evidence as to the amount of the fees. Evidence of the amount of attorney fees shall either be in the form of an affidavit signed by the attorney, or testimony by the attorney under oath.

## **LR20-SC16-513 Possession of Real Estate and Personal Property**

**(A) Bifurcated Hearing.** Hearings in cases involving possession of real estate or personal property shall be bifurcated. The initial hearing for possession shall be set on the small claims calendar. A judgment regarding possession of real estate or personal property will be entered at the initial hearing. A separate damages hearing shall be scheduled for unpaid rent, property damage/repairs, cleaning expenses, and missing property. Any filed counterclaim for damages or refund of the security deposit shall be scheduled for hearing at the same time.

**(B) Lease and Notices.** Any written lease agreement for the real estate with the defendant, including extensions, modifications, amendments, or addendums shall be filed by the plaintiff with the Notice of Claim, along with any written notices of default that were sent to the defendant.

**(C) Verification of Ownership of Real Estate.** The plaintiff in a case for possession of real estate shall file a Verification of Ownership with the Notice of Claim. The Verification of Ownership shall be on a form approved by the Court (Appendix B). The verification shall accurately identify the owner(s) of the real estate. If the owner of the real estate is a limited liability company (LLC) or similar entity, the verification shall include the name of the entity along with the name of the majority owner/shareholder of the entity.

**(D) Property Manager.** If the named plaintiff in a case for possession of real estate and/or damages is not the owner of the real estate, then the plaintiff shall be represented by an attorney.

**(E) Designated Employee.** If the named plaintiff in a case for possession of real estate is the owner of the real estate, then the plaintiff may be represented by a designated employee consistent with Ind. Small Claims Rule 8(C). A designated employee must be a full-time employee of the plaintiff and not a part-time employee, independent contractor, or agent. If the named plaintiff is a corporation, limited liability company (LLC), or limited liability partnership (LLP), then an individual with an ownership interest in the entity may serve as a designated employee.

### **(F) Contract for Conditional Sale of Real Estate (Land Contract).**

1. If a plaintiff is requesting an order of possession with respect to real estate that is being purchased pursuant to a land contract, the Notice of Claim must clearly state that the real estate is subject to a land contract, and a copy of the contract shall be filed with the Notice of Claim.

2. At the possession hearing the plaintiff has the burden of proving that the defendant has breached the land contract, and that forfeiture is an appropriate remedy.

**(G) Writ of Restitution(Assistance).** A party that is granted an order for possession of real estate or personal property may request a Writ of Restitution (Assistance) for the Sheriff to assist in obtaining physical possession of the real estate or property.

1. Unless otherwise authorized by the Court, a Writ of Restitution (Assistance) shall not be issued until seven (7) days after the order of possession is granted.

2. All orders for possession of real estate and personal property shall expire thirty (30) days after the entry of the order.

**(H) Disposition of Personal Property.** If a tenant leaves personal property of value at a rental property after being evicted or otherwise vacating the rental property, then the landlord may dispose of the personal property in the following manner:

1. Using reasonable care the landlord may remove and store the personal property in a safe and secure location.

2. The landlord shall notify the tenant by first class mail to tenant's last known address that the personal property is being stored and will be available to the tenant for a period of fourteen (14) days from the date of the notice. The landlord shall cooperate with the tenant in making arrangements for the tenant to retrieve the personal property.

3. If the tenant has not retrieved the personal property after the fourteen (14) day period, the property shall be deemed abandoned, and the landlord may dispose of the property in a reasonable manner. This includes destroying the property having little or no value, selling the property or donating the property to a charitable organization. Proceeds from sale of the personal property shall be applied to any unpaid rent or other damages owed by the tenant to the landlord.

#### **LR20-SC11-514 Release of Judgment**

**(A) Process and Procedures.** The process and procedures for release of a judgment shall be pursuant to the provisions of Ind. Small Claims Rule 11(D).

**(B) Evidence.** Records of the Clerk of the Circuit and Superior Courts are prima facie evidence regarding payment in full of a judgment, including accrued interest and court costs.

**(C) Interest Calculation.** The date that a payment is entered as received by the Clerk of the Circuit and Superior Courts shall be the date of receipt for purposes of calculating post-judgment interest.

**(D) Objection to Release of Judgment.** The Court may schedule a hearing on a verified objection to release of judgment filed by a judgment creditor, if the verified objection is filed within the (thirty) 30 day time period as set out in Ind. Small Claims Rule 11(D).

#### **LR02-TR69-515 Proceedings Supplemental**

**(A) General Procedure.** Proceedings supplemental to execution shall be governed by Ind. Trial Rule 69 and applicable statutes.

**(B) Ten Day Rule.** A motion for proceedings supplemental may not be filed until ten (10) calendar days have elapsed since the date of judgment except by order of the Court.

**(C) Six Month Rule.** Except by order of the Court, no proceedings supplemental may pend for more than six (6) months from the date of its filing. At the end of the six (6) month period, any pending proceedings supplemental shall be dismissed. Subsequent Proceedings Supplemental must follow the holding in *Brouhaun Varble & Norman Chastain, 952 N.E.2<sup>d</sup> 744 (Ind 2011)* that states in part that no subsequent proceedings supplemental may be filed without alleging new facts; that is, the Motion must set forth circumstances that have changed since the last hearing in regard to the defendant's financial status.

**(D) Scheduling.** All proceedings supplemental shall be scheduled on the small claims calendar. The judgment debtor shall be served with the proceedings supplemental and order to appear at least 20 days prior to the scheduled date for the proceedings supplemental.

**(E) Conduct of Proceedings Supplemental.** A judgment debtor or judgment creditor may request that the proceedings supplemental be conducted before a Magistrate.

**(F) Proceedings Supplemental Report.** Following a proceedings supplemental, the judgment creditor shall file a chronological case summary entry form notifying the Court regarding the results of the proceedings supplemental. The report shall be filed no later than one (1) business day after the proceedings supplemental.

**(G) Bank Interrogatories.** Except by order of the Court, a judgment creditor may not submit garnishment interrogatories to more than two (2) banking institutions for a proceedings supplemental.

**(H) Proceedings Supplemental During Pendency of Garnishment Order.** If a garnishment order has been issued and the judgment remains unsatisfied, an additional proceedings supplemental directed to the judgment debtor or to another garnishee defendant may only be filed by order of the Court.

**(I) Agreements to Appear.** In any proceedings supplemental the parties may agree to reset the proceedings supplemental without a court order to appear. If either party fails to appear at the reset proceedings supplemental, the proceedings supplemental shall be dismissed and no sanctions shall be issued against either party for the failure to appear.

#### **LR02-TR64-516 Contempt/Rule to Show Cause/Body Attachment/Writ of Attachment**

**(A) Contempt.** When a judgment, debtor or garnishee defendant fails to appear, as ordered for a proceedings supplemental or other hearing, the judgment creditor may file a Motion for Rule to Show Cause (Contempt) as to the party that failed to appear as ordered. The Motion for Rule to Show Cause must be filed within thirty (30) days of the party's failure to appear for the proceedings supplemental or other hearing.

**(B) Body Attachment/Writ of Attachment.** A body attachment/writ of attachment may be requested and issued only when:

1. The judgment debtor or garnishee defendant was personally served with notice of the contempt hearing. Personal service for purposes of this rule includes delivery of the notice of hearing to the judgment

debtor or garnishee defendant in person by a sheriff or private process server, or certified mail delivery signed by the judgment debtor or garnishee defendant.

2. Proof of service has been filed in the chronological case summary that the judgment debtor or garnishee defendant was personally served with notice of the contempt hearing.

3. The judgment debtor or garnishee defendant fails to appear at the contempt hearing.

4. A request for body attachment/writ of attachment is filed within thirty (30) days after the scheduled contempt hearing.

5. The judgment creditor properly completes and files all pleadings and forms required by the Court. The pleadings and forms include for each judgment debtor or garnishee defendant:

(a) One (1) Request for Body Attachment/Writ of Attachment

(b) One (1) Writ of Attachment which must include a statement setting a bond for release. The bond amount shall be set at the lesser of \$500.00 or the total amount remaining unpaid on the judgment, including costs and interest.

(c) A Warrant Information Card, including the judgment debtor's or garnishee defendant's social security number and/or date of birth.

**(C) Procedure When Judgment Debtor/Garnishee Defendant is in Custody.**

1. If a judgment debtor or garnishee defendant is in the custody of the Elkhart County Sheriff pursuant to a body attachment/writ of attachment, then a hearing shall be held within forty-eight (48) hours, excluding weekends and holidays, following the person being taken into custody.

2. Notice of the hearing will be given to the judgment creditor by telephone or email at the phone number or address as listed for the judgment creditor in the chronological case summary.

3. If the judgment debtor or garnishee defendant is released from detention on a bond, the judgment creditor, judgment debtor, garnishee defendant, or third party may file a request for hearing to determine disposition of the bond proceeds.

**(D) Procedure When Judgment Debtor/Garnishee Defendant Appears in Court.** When the Court is notified that a judgment debtor or garnishee defendant with a pending body attachment/writ of attachment has appeared prior to being taken into custody, the Court will notify the judgment creditor of the appearance of the judgment debtor or garnishee defendant by telephone at the phone number listed or the email address for the judgment creditor in the chronological case summary. If the judgment creditor does not appear within one (1) hour of having been called by the Court, the body attachment/writ of attachment shall be recalled, the judgment debtor or garnishee defendant shall be released, and the pending proceedings supplemental shall be dismissed.

**(E) Expiration and Recall of Writ of Attachment/Body Attachments.**

1. A body attachment/writ of attachment expires one (1) year from the date of issuance.

2. If a judgment creditor intends to file a proceedings supplemental while a body attachment/writ of attachment is active, the judgment creditor shall first file a motion for recall of the body attachment/writ of attachment.

3. At any time while a body attachment/writ of attachment is active a judgment creditor, judgment debtor, or third party may file a motion for recall of the body attachment.

### **LR02-TR69-517 Garnishment Orders**

**(A) General Procedure.** All garnishment proceedings shall comply with Ind. Trial Rules 64 and 69 and applicable statutes.

**(B) Requirements for Garnishment Order to Issue.** A garnishment order shall not issue with respect to a judgment debtor's wages or other property without:

1. An active proceedings supplemental as to the judgment debtor or waiver of notice by the judgment debtor.

2. Proof of service on the garnishee defendant of the proceedings supplemental or interrogatories by certified mail, sheriff's service, or private process server.

3. Verification of the judgment debtor's employment by answered interrogatories or other credible evidence, or the failure of the garnishee defendant to answer interrogatories regarding the judgment debtor's employment.

4. Verification of the judgment debtor's ownership interest in a bank account by answered interrogatories or other credible evidence, or the failure of the garnishee defendant to answer interrogatories regarding the judgment debtor's bank account.

**(C) Voluntary Garnishments.** When a judgment debtor has entered into an agreement with the judgment creditor on a payment plan to satisfy the judgment and further agrees to the issuance of a garnishment order upon default, no garnishment order shall issue unless the following conditions are satisfied:

1. There is an active proceedings supplemental pending against the judgment debtor and the garnishee defendant.

2. A motion is filed by the judgment creditor requesting the issuance of a garnishment order. A copy of the agreement shall be attached to the motion.

**(D) Stay.** If a garnishment order is stayed at the request of the judgment creditor or as a result of a bankruptcy, then the judgment creditor shall file a Motion to Lift Stay before the garnishment order can be reactivated.

**(E) Release.** Upon receipt by the judgment creditor or by the Clerk of the Circuit and Superior Courts, on the judgment creditor's behalf, of funds sufficient to satisfy the judgment, accrued interest, and costs, the judgment creditor shall immediately file a motion for release of the garnishment order and shall serve the garnishee defendant with a copy of the motion.

**(F) Issuance of Garnishment Order After Proceedings Supplemental Hearing.** When a garnishment order is issued by the Court, the underlying proceedings supplemental shall be dismissed.

**(G) Issuance of Garnishment Order Prior to Rule to Show Cause Hearing.** When a garnishment order is issued prior to a hearing on a Motion for Rule to Show Cause, any scheduled hearing on the Motion shall be cancelled and the Motion for Rule to Show Cause shall be dismissed.

**(H) Exemption Hearings.**

1. The Court will schedule an expedited hearing on a request by the judgment debtor or third party to exempt funds in a bank account from garnishment. The judgment debtor or third party shall bring to the hearing the last three (3) bank statements for the account and any documentation which demonstrates the source of funds in the account such as pay stubs or social security records.

2. If a hearing is scheduled when the judgment debtor requests an exemption to modify the garnishment of wages, the judgment debtor shall bring to the hearing their three (3) most recent pay stubs, a family budget showing income and expenses for the household, and such other information as requested by the Court.

**LR02TR64-518 Post Judgment Writs and Orders**

**(A) Writs.** Any request for a writ to satisfy a money judgment shall be scheduled for a hearing.

**(B) Order.** All judgments are paid to the Clerk of the Court.

**LR02SC00-519 Bankruptcy**

**(A) Stay of Proceedings.** Upon receiving notification that a judgment debtor has filed bankruptcy, the Court will issue an order to stay all proceedings in the case with respect to the judgment debtor.

**(B) Further Proceedings.** If the bankruptcy is dismissed or a discharge is not granted, then the judgment creditor shall file a Motion to Lift Stay of Proceedings before taking any other action in the case against the judgment debtor. The motion shall include a copy of the dismissal from the bankruptcy court.

**LR02SC06-520 Discovery.**

A party that intends to conduct discovery pursuant to Ind. Small Claims Rule 6 shall file a motion for approval of discovery. The proposed discovery request shall be filed with the motion for review by the Court. Copies of the motion and proposed discovery request shall be served to all parties consistent with Ind. Trial Rule 5. The time period for responding to the discovery request shall not commence until such time as the Court approves the discovery request, in whole or in part.

**APPENDIX A**

**AFFIDAVIT OF DEBT (SMALL CLAIMS)**

Comes now affiant, and states:

I \_\_\_\_\_ am  Plaintiff

(Name of Affiant) OR  a designated full-time employee of \_\_\_\_\_ (Plaintiff).

(Name of Plaintiff)

I am of adult age and am fully authorized by Plaintiff to make the following representations. I am familiar with the record keeping practices of Plaintiff. The following representations are true according to documents kept in the normal course of Plaintiff's business and/or my personal knowledge:

Plaintiff:  is the original owner of this debt, and evidence of the debt, as required in Rules 2(B)(4)(a) and (b) is attached as one or more Exhibits to this Affidavit.

OR

has obtained this debt from \_\_\_\_\_ and the original owner of this debt was \_\_\_\_\_.

Evidence of the debt, as required in Rule 2(B)(4)(c) is attached as one or more Exhibits to this Affidavit. ,

\_\_\_\_\_ Defendant, has an unpaid balance of \$ \_\_\_\_\_ on account \_\_\_\_\_.

(Name of Defendant) \_\_\_\_\_ (last 4 digits of number or id only) That amount is due and owing to Plaintiff. This account was opened on \_\_\_\_\_. The last payment from Defendant was received on in the amount of \$ \_\_\_\_\_

The type of account is:

Credit card account (i.e. Visa, Mastercard, Department Store, etc.)

\_\_\_\_\_ List the name of the Company/Store issuing credit card:

Account for utilities (i.e. telephone, electric, sewer, etc.)

Medical bill account (i.e. doctor, dentist, hospital, etc.)

Account for services (i.e. attorney fees, mechanic fees, etc.)

Judgment issued by a court (a copy of the judgment is required to be attached)

Other: (Please explain) . \_\_\_\_\_

This account balance includes:

Late fees in the amount of \$ \_\_\_\_\_ as of \_\_\_\_\_. (Month, Day, Year)

Other (Explain ) \_\_\_\_\_

Interest at a rate of \_\_\_\_\_ % beginning on \_\_\_\_\_. (Month, Day, Year)

Plaintiff:

is seeking attorney's fees and additional evidence will be presented to the court prior to entry of judgment on attorney's fees.

is not seeking attorney's fees.

Plaintiff believes that Defendant is not a minor or an incompetent individual.

If the defendant is an individual, Plaintiff states and declares that:





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(Name)

I affirm, under the penalties for perjury, that the foregoing representation is true.

Date \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_  
Printed

Certificate of Service

I hereby certify that a copy of this document was sent to the parties or their counsel by \_\_\_\_\_ (US Mail, E-Service, Sheriff, other manner allowed by IN Trial Rules).

Date \_\_\_\_\_

\_\_\_\_\_  
Name

Appendix C

NOTICE ELKHART SUPERIOR COURT

Advisement of Rights in Debt Collection Cases:

1. You have right to know the creditor and the amount of the debt.
2. You have a right to have your case heard before the judge of the Court. The attorney for the Creditor would like to talk with you to determine if you are in agreement that a debt is owed and, if so, the amount you owe and your ability to pay the debt. After talking to the attorney you may advise the attorney or court staff (during court sessions at the courtroom door) that you wish to have a hearing before the judge.
3. You may ask for a continuance for a good reason.
4. You have a right to be represented by an attorney at your own expense, unless you are unable to afford an attorney. The agencies listed on the back of this form provide free or reduced cost attorneys if you qualify for their services. You may ask for a continuance to consult with an attorney.
5. You have a right to proper venue, that is, the county where the case should be heard.
6. Trial Rule 76 allows for a Change of Venue from the Judge upon filing of a proper motion with the court within time limits set in the Rule: See: Self Service Web Site at: <http://www.in.gov/judiciary/selfservice/>
7. In small claim cases; If you do not agree that you owe the debt or the amount of the debt, then a bench trial will be set at a later date. If you feel there are issues that should only be resolved by a jury, then you must file the proper pleading with the court, along with a \$70.00 payment of court costs in that the case will have to be transferred out of the small claims docket onto a regular or plenary docket of the Court. See: I.c. § 33-292-7.

8. Only your non-exempt property may be considered for payment of the debt. There are many exemptions, but case law [Barham v. Varble, 952 N.E.2d. 744 (Ind 2011)] identifies Supplemental Security Income (SSI) and the lesser of twenty-five percent of a week's disposable earnings or the amount of that week's disposable earnings that exceed thirty times the federal minimum hourly wage are subject to garnishment. Disposable earnings are defined as your income minus amounts required to be withheld. Further, an amount you agree to pay or an amount that is ordered are considered garnishments and this rule of law applies.

9. Subsequent hearings [Proceedings Supplemental/Review Hearings/ Status Conferences] are only allowed when new facts are alleged or the creditor alleges circumstances that have changed since the last hearing.

10. You cannot be required to make job searches. (Barham v. Varble, 952 N.E. 2d. 744 (Ind 2011))

For Your Information: Small Claims cases-\$8,000.00 maximum-also see Small Claims Manual at [http://www.in.gov/iudiciary/files\(small-claims-manual\(2005\).pdf](http://www.in.gov/iudiciary/files(small-claims-manual(2005).pdf). Also See: Self Service Web Site at:<http://www.in.gov/iudiciarv/selfservice>

Free or Low cost legal services:

**Elkhart Legal Aid, Inc**

315 S. Second St.  
Elkhart, IN 46516  
574-294-2658

**Center for Legal Justice (Se Habla Espanol)**

121 S. Third St.  
Elkhart, IN 46516  
574-295-6148  
[www.centerforlegaljustice.net](http://www.centerforlegaljustice.net)

**The Volunteer Lawyer Network, Inc.**

P.O. Box 1358  
117 N. Main St.  
South Bend, IN 46624 574-277-  
0075 [volunteerinc@att.net](mailto:volunteerinc@att.net)  
[/www.volunteerlawyernetnetwork.org/](http://www.volunteerlawyernetnetwork.org/)

**Indiana Legal Services South Bend Office**

401 E. Colfax Suite 116  
South Bend, IN 46617 800-288-  
8121

Notre Dame Legal Aid Clinic

725 Howard St.  
South Bend, IN 46617 574-631-6704  
[www.law.nd.edu/legal-aid-clinic/](http://www.law.nd.edu/legal-aid-clinic/)

I, \_\_\_\_\_, acknowledge having reviewed this advisement of Rights.

Date: \_\_\_\_\_

**LOCAL PROBATE AND ESTATE RULES FOR ELKHART COUNTY (600SERIES)**

**Rule LR20-PR00601. Notice**

**601.1. Attorney Responsibilities.**

Whenever notice by publication and/or written notice by U.S. Mail is required either in writing or by publication, the attorney shall prepare the notice and take such actions consistent with local practices to ensure that such notice is published and/or served. In all respects, the notice shall comply with all statutory requirements. The attorney shall be responsible to establish proper service of notice bringing the subject matter of the notice before the Court.

**601.2. Motions and Petitions to Accompany Notice.**

Where notice is required because a motion or petition has been filed with the Court, a copy of the petitions or motions shall be served along with the written notice. If the notice is given by publication, the notice shall adequately describe the subject matter of the petition or motion and describe how to obtain a copy of the petition or motion without charge.

**601.3. Service of Notice of Hearing.**

Unless waived by a person entitled to notice, a copy of the verified account must be served with written notice of the hearing on final settlement of the estate or guardianship. If notice is given by publication, the notice shall explain how to obtain a copy of the accounting without charge.

**601.4. Notice of Opening of Estate.**

Notice of the opening of an estate shall be sent by First Class United States Mail to all distributees of the estate and also to all reasonably ascertainable creditors; however, the use of “certified mail, return receipt requested,” to serve such notice is recommended.

**601.5. Notice of Insolvent Estate.**

When a Petition is filed to determine that an estate is insolvent, Notice of the hearing on the Petition along with a copy of the Petition shall be served on all interested parties.

**601.6. Electronic Filing.**

Any reference within the Local Probate Rules for Elkhart County to “written notice,” “notice in writing,” or the like shall include notice delivered electronically. Notice requirements in the Probate Court must also comply with the Local Rules for Electronic Filing.

**601.7. Attorney and Personal Representative Fee Guidelines for Decedent’s Estates.**

**A. Preamble.** The Elkhart Circuit and Superior Courts have adopted these guidelines in an effort to achieve the following objectives:

- (1) Establish uniformity in determining a fair and reasonable fee for supervised estates;

(2) Provide a guideline to assist the Court and interested parties in determining fair and reasonable fees;

(3) Provide a guide to attorneys so they can discuss fees that may be reasonably incurred with their clients at the onset of administration;

(4) Assist the legal profession to arrive at a fair and reasonable fee for employment in estate matters.

Every attorney and personal representative has an obligation to request a fee which is fair and reasonable for the work performed, taking into account the Rules of Professional Conduct applicable to attorneys admitted to practice law in the State of Indiana, and other relevant criteria. Except under extraordinary circumstances, a request for fees should not exceed the fees authorized in these guidelines. In an uncomplicated estate, fees should be less than those listed in these guidelines. Fees must always bear a reasonable relationship to the services rendered.

**B. Principles Applicable to Fee Determinations.** Although these fee guidelines have been promulgated by the Court for probate matters, it is important that attention be directed to the following criteria when seeking an award of fees:

(1) The time and labor required, the novelty, complexity, or difficulty of the questions involved, the skill required to perform the services properly, including a determination as to how much of the attorney's time was devoted to ministerial functions;

(2) The nature and extent of the responsibilities assumed by the attorney and the results obtained, including the considerations of the identity of the personal representative and the character of the probate and non-probate transferred assets;

(3) The sufficiency of assets properly available to pay for legal services, and whether the attorney's duties are expanded by the existence of non-probate assets because of their inclusion for tax purposes;

(4) The timeliness with which the necessary services are performed consistent with statutory requirements, Local Civil Rules of the Elkhart Circuit and Superior Court, Indiana Trial Rules, and applicable Rules of Professional Conduct; and

(5) Attorneys shall discuss their fees and the fees of the Personal Representative at the time they are retained in all probate matters.

**C. Attorney Fee Guidelines- General Administration**

(1) Gross estate services are considered to normally include: probating the Will, opening of the estate, qualifying the personal representative, preparing and filing the Inventory, paying claims, collecting assets, preparing and filing nonextraordinary petitions, preparing and filing of Fiduciary Income Tax Return, preparing and filling all tax returns and schedules, obtaining Court Orders thereon, paying taxes, preparing and filing the Final Report, obtaining an Order approving same, distributing assets, obtaining discharge of the

Personal Representative, and serving all notices on interested parties throughout the proceedings. This list shall not be considered exclusive.

(2) Gross Estate Services-Minimum Fee of \$500.00 Plus:

Up to \$100,000. Not to exceed..... 6%

Next \$100,000. Not to exceed..... 4%

Next \$100,000. Not to exceed..... 3%

Next \$100,000. Not to exceed..... 2%

Over \$400,000. Not to exceed.....1%

(3) Miscellaneous-Extraordinary Services:

(a) Sale of Real Estate fees shall be based upon a reasonable hourly rate.

(b) Federal Estate Tax Returns: Fees for Federal Estate Tax Returns are allowed only if a return is required because of non-administered property, and shall be based only on assets not listed on Indiana Inheritance Tax Schedule. A base fee of \$750.00 or one percent (1%) is allowed for the first \$100,000. Of the non-administered assets of the gross estate as determined for Federal Estate Tax purposes plus:  $\frac{3}{4}$  of one percent (1%) of the next \$150,000 of non-administered assets of the gross estate, plus  $\frac{1}{2}$  of one percent (1%) on all non-administered assets of the gross estate in excess of \$250,000.

(c) Other than as provided above, fees shall be based upon a reasonable hourly rate.

(d) Attorney's expertise in probate matters will be considered by the Court in determining the applicable reasonable hourly rate.

**D. Attorney Fee Guidelines- Wrongful Death Administration:** The Court recognizes that in most instances a retainer or contingent fee agreement is an appropriate method by which legal services can be provided in wrongful death claims. Accordingly, fees shall be allowed under those agreements if, at the time of settlement of the claim, it is shown to the Court's satisfaction:

(1) The personal representative was, prior to entering such agreement, fully informed as to all aspects of the arrangement;

(2) The agreement is fair and reasonable; and

(3) The fee sought is fair and reasonable.

**E. Extraordinary Fee Requests.**

(1) Fee petitions requesting extraordinary fees must set forth services rendered with specificity. Extraordinary service may include: sale of personal property, sale of real property, partial distributions, will contest actions, contesting claims, adjusting tax matters, contested hearings, petitions for instructions, heirship determinations, generating additional income for the estate, etc.

(2) All petitions under this section will be set for hearing, with notice to all interested parties. If all interested parties sign a waiver and consent stating they have been advised that the additional fee request

exceeds the Court's guidelines and that the services as detailed are extraordinary, the Court may, in its discretion, determine if whether a hearing is required.

(3) A waiver and consent for allowing fees in excess of these Local Rule Guidelines shall not be merely a pro forma waiver and consent, but must be in substantially the form as set forth in these rules and Appendix A.

**F. Unsupervised Estates.** The Court will not determine fees in an unsupervised administration.

**G. Filing of Fee Petition.** Before any fee is paid in a supervised estate, a petition for allowance of the fee shall be filed and determined by the Court. A request for fees will be considered only under the following circumstances:

(1) The Final Report is ready to be filed, or

(2) As necessary for purposes of an estate fiduciary income tax deduction, or

(3) As necessary due to extraordinary circumstances.

**H. Payment of Fees.** Except where payment has been authorized under G.2 or G.3 above, fees are payable one half (1/2) upon approval of fee petition and one half (1/2) upon approval of the Final Report.

**I. Personal Representative Fees**

(1) Professional: The Court will approve Personal Representative fees at the applicable prevailing rate, provided:

(a) Those rates are on file with and approved by the Court.;

(b) The rate results in a reasonable fee in light of all circumstances;

(c) A description of services rendered in support of a request for fees is filed.

(2) Non-Professional: Fees for non-professional Personal Representative services may be allowed. However, such fees shall not exceed one half (1/2) the fee allowed the attorney, provided:

(a) The fee is reasonable in light of all circumstances; and

(b) A description of services rendered, including time spent with hourly rate in support of the request is filed.

(3) Attorney as Personal Representative: The Court discourages attorneys from assuming the dual role of attorney and Personal Representative in the same estate. When the attorney does serve as the Personal Representative, an additional amount not to exceed one-third (1/3) of the attorney fee may be allowed, provided:

(a) The fee is reasonable in light of all circumstances; and

(b) A description of services rendered including time spent with hourly rate in support of the request is filed.

(4) Fee Payments and Extraordinary Fee Requests: The Court will apply the same procedures to the allowance and drawing of Personal Representative fees and to a Personal Representative's extraordinary fee request as it does to attorney fee requests, as outlined above.

## **Rule LR20-PR00602. Filing of Pleadings.**

### **602.1. Compliance.**

All filings in the Probate Court must comply with the Local Rules for Electronic Filing.

### **602.2. Paper Pleadings.**

Some documents, such as inheritance tax returns, may be filed in paper format if required. When necessary, such documents, may be filed with the Clerk for transmittal to the Court.

### **602.3. Preparation of Orders.**

Unless directed otherwise by the Court, all attorneys are required to prepare a form of Order for use by the Court in all proceedings.

### **602.4. Signature and Verification.**

All estate and guardianship pleadings and other applications to the Court shall be signed and verified by the Petitioner.

### **602.5. Attorney Information.**

Unless the Court approves in advance, no personal representative of an estate or guardian may proceed without counsel. Prior to filing any pleadings in a matter before the Court, all attorneys shall enter an appearance in the given action and shall include in their appearance form the attorney's name, address, telephone number, and registration number to be retained within the electronic case management system.

### **602.6. Initial Petition.**

In addition to other relevant information, the initial petition or the confidential information sheet to open an estate shall include the name, address, social security number, birth date, and telephone number of the personal representative. The initial petition to open a guardianship shall include all of the same information of the proposed guardian. If the fiduciary

### **602.7. Affidavit of Compliance.**

An affidavit of compliance with the notice requirements to creditors of an estate proceeding may be timely filed with the Clerk of the Court.

## **Rule LR20-PR00603. Bond.**

### **603.1. General Statement.**

With respect to an estate, a guardianship or any other proceeding which involves the appointment of a fiduciary, the Court may in its discretion set such bond as is deemed adequate to protect the interests of the interested parties.

### **603.2. Bond Waived by Will.**

Although the terms of a will may express the testator's intention that no bond be required, the Court may set a bond adequate to protect creditors, tax authorities, and devisees.

### **603.3. Heir or Legatee Fiduciary.**

Where the fiduciary is an heir or legatee of the estate, the bond may be reduced by such fiduciary's share of the estate, or the value of real estate, or other assets that cannot be transferred or accessed without court approval or order. The Court shall have the right to review the amount of bond if the Court should grant access to such property or asset.

**603.4. Unsupervised Estate.**

In an unsupervised estate, bond will be required unless the personal representative is the sole beneficiary or unless otherwise ordered by the court. The Court may waive bond, or set bond in an amount to be determined in the discretion of the Court.

**603.5. Request for Service Without Bond.**

Where the heirs or legatees have filed a written request that the fiduciary serve without bond, the Court may set bond in an amount adequate to protect the rights of the creditors only.

**603.6. Corporate Fiduciary.**

No bond shall be required in any estate or guardianship in which a corporate fiduciary that is qualified by law to serve in such capacity is appointed to be either the sole fiduciary or one of several co-fiduciaries.

**603.7. Nonresident Fiduciary.**

A nonresident fiduciary shall post bond prior to qualification as required by statute.

**603.8. Bond requirements.**

All bonds filed with the Court shall comply with the provisions of IC 29-1-11-1 et seq. The name and address of the insurance underwriter as well as the name and address of the insurance agency providing the corporate surety, shall be typed or printed on all corporate bonds.

**Rule LR20-PR00604. Estate Inventory.**

**604.1. Time Period for Preparation and Filing.**

An inventory shall be prepared by the fiduciary in an estate within two (2) months following the date of appointment of the fiduciary. In a supervised administration, the inventory shall be provided to interested parties upon request or may be filed with the Court. In an unsupervised estate, the inventory shall be provided to distributees upon request or may be filed with the Court.

**604.2. Partial Inventory.**

In the event a partial inventory is prepared, all subsequent inventories must contain a recapitulation of prior inventories.

**604.3. Sealed Inventory.**

In the event that the personal representative wishes to file an inventory under seal, the Court may, in its sole discretion, seal such inventory. If the inventory is sealed, it shall be held and protected according to Court policy and procedures.

**Rule LR20-PR00605. Real Estate.**

**605.1. Deed Requirements.**



A judge's signature is not required on a deed arising within an estate or guardianship. However, if a deed is submitted to the Court for approval, in either estate or guardianship proceedings, it shall be signed by the fiduciary and the signature notarized prior to its submission, unless the Court permits otherwise.

**605.2. Unsupervised Estates.**

No Personal Representative's Deed shall be approved in unsupervised estates.

**Rule LR20-PR00606. Accounting.**

**606.1. Failure to Close Within One Year.**

Whenever an estate cannot be closed within one (1) year, the personal representative shall file a statement with the Court stating the reasons why the estate has not been closed if requested by the Court. In addition, the Court reserves the power to require the personal representative to file an intermediate accounting with the Court.

**606.6.1 Nonresident Fiduciary.**

Nonresident personal representatives and guardians shall either appear before the Court on initial petition or else submit an affidavit describing their education, employment and lack of felony convictions.

**606.2. Statutory Format.**

All accounts shall follow the prescribed statutory format. Informal, handwritten, or transactional accountings will not be accepted.

**606.3. Payment of Court Costs.**

All court costs shall be paid and all claims satisfied and released before the Court will hear a Motion on Final Account.

**606.4. Inheritance or Estate Taxes.**

Before the Court will hear a motion to approve a final account, all Federal and State inheritance or estate taxes must be paid and the estate must have received a closing letter from each appropriate taxing authority acknowledging such payment and releasing the estate from further liability. The attorney for the estate, or the pro se fiduciary, is responsible for maintaining paper or electronic copy of such closing letter(s) and shall provide any copies to the Court upon request. Further, the petition to close the estate shall include affirmation that such income and other taxes as may be applicable to the estate either have been paid in full or that they will be paid in full.

**Rule LR20-PR00607. Unsupervised Administration.**

**607.1. Administrative Records.**

The attorney for the estate in an unsupervised administration shall maintain and preserve, in paper or electronic format, records of notices delivered to distributees at the opening of the estate, the estate inventory, correspondence with each distributee during the administration of the estate and a full record of the final accounting including supporting statements, invoices, appraisals, and distribution reports. Such records will be supplied to the Court upon request.

**Rule LR20-PR00607.15 Fees of Attorneys and Fiduciaries.**

**607.15. Approval.**

Fees paid to fiduciaries and to attorneys in the administration of a supervised estate or guardianship shall be reported to the Court with Motion on Final Account and such fees shall be subjected to approval by the Court at that time. No attorney or fiduciary fees will be determined or authorized for payment by the Court in any unsupervised administration of a decedent's estate.

**607.2. Order on Closing.**

Even if not statutorily required, the Court may enter an Order approving the Closing Statement although an Order is not needed since such estate is closed by operation of law.

**Rule LR20-PR00608. Miscellaneous.**

**608.1. Implementation of Rules.**

The Court may adopt procedures to effectuate implementation of these rules and the Court may, in its discretion, deviate from these rules when justice requires.

**Rule LR20-PR00609. Guardianships.**

**609.1. Appearance of the Incapacitated Person.**

In all guardianship matters seeking to declare an adult incapacitated for any reason, the incapacitated person shall be present at the hearing or sufficient evidence shall be presented, by the petition, showing that the incapacitated person is unable to appear. The Court may at any time appoint a guardian ad litem to investigate and protect the best interest of the incapacitated person.

**609.2. Physician's Report.**

In all guardianship matters seeking to declare an adult incapacitated for any reason, a Physician's Report by the doctor treating the alleged incapacitated person, or such additional evidence as the Court shall require shall be presented to the Court at the time the petition is filed or on the hearing date. No determination will be made without a supporting medical report or testimony.

**609.3. Appointment Without Notice.**

Pursuant to IC 29-3-3-4(a), no guardian of an adult shall be applied, or protective order entered without notice, except upon verified allegations that delay may result in immediate and irreparable injury to the person, or loss, or damages to the property.

**609.4. Appointment For a Minor.**

In every petition for the appointment of a guardian of the person of a minor child, the following information shall be given:

- a. The child's present address;
- b. The places where the child has lived within the past two (2) years and the names and present addresses of the persons with whom the child has lived during that period;
- c. General information concerning school, health, etc...;

d. Whether, to the petitioner's knowledge, any other litigation is pending concerning the custody of the child in this or in any other state;

e. Whether, to the petitioner's knowledge, any person not a party to the guardianship proceeding has physical custody of the child or claims to have custody or visitation rights with respect to the child.

**609.5 Statutory Sealed Affidavit.**

In every petition for the appointment or modification of a guardianship for a minor, the attorney representing the petitioner shall question the parties as to the circumstances that must be reported to the Court under IC 29-3-2-7, IC 31-14-14-6, IC 31-17-2-26, IC 31-17-4-11 and IC 31-17-5. Where appropriate, a sealed affidavit is to be filed with the Court in substantially the form as provided by the Court.

**609.6 Petition to Open a Guardianship Estate.**

All petitions to open a guardianship shall provide an approximate value and description of the property of the incapacitated person or minor.

**609.7 Inventory.**

An inventory shall be prepared by the fiduciary in a guardianship within 90 days following the date of appointment, or within 30 days in the case of a temporary guardianship. The inventory prepared for the guardianship shall be filed with the Court on or before the last day identified above for preparation of the inventory.

**609.8 Guardian's Report.**

The Guardian's Report filed by the guardian of the person as opposed to the estate, shall provide the present residence of the protected person and a description of his or her general condition. If the protected person is an adult. A report of an attending physician shall be filed with the Guardian's Report attesting to the fact that the incapacity of the person continues, and that the living arrangements for the protected person are appropriate. The Guardian's Report is to be filed with the Court on the same schedule as required for accountings in compliance with Rule 609.9 following.

**609.9 Accountings and Verification Required.**

When an individual or corporate fiduciary has been appointed to handle the financial affairs of a protected person, an accounting shall be filed within thirty (30) days after the first anniversary of the date the guardianship letters were issued. Thereafter, unless a contrary order is issued by the Court, all accountings shall be filed biennially. All guardianship accountings shall contain a certification of an officer of any financial institution in which guardianship assets are held, verifying the account balance. All accounts shall follow the prescribed statutory format. Informal, handwritten, or transactional accounts will not be accepted.

**609.10 Social Security Benefits.**

All Social Security or Medicare Benefits received on behalf of an incapacitated person shall be included and accounted for in the guardianship accounting unless Court approval has been previously granted to allow said funds to be paid directly to a residential or health care facility, or because of the amount of such funds, the

Court finds that such funds can only be used by the guardian or designated person for the benefit of, or use for such incapacitated person.

**609.11 Compliance with Other Rules.**

Nothing herein shall be deemed as amending, superseding, or altering the Probate Rules and Regulations promulgated by the Veteran's Administration of the United States of America, and every fiduciary and attorney shall comply with same, if applicable.

**609.12 Financial Matters.**

Other than for routine matters, the guardian shall obtain Court approval prior to taking any action on any financial matter pertaining to carrying out the guardian's duties and responsibilities for the protected person.

**LR20-TR66-610. Receivership Estates.**

**610.1. Proceedings to Which This Rule is Applicable.**

This rule is promulgated, for the administration of estates by receivers or by other officers appointed by the court pursuant to Indiana Trial Rule 66.

**610.2. Inventory and Appraisal.**

Unless the Court otherwise orders, a receiver or similar officer, as soon as practicable after appointment and not later than twenty-eight (28) days after he or she has taken possession of the estate, shall file an inventory and an appraisal of all the property and assets in the receiver's possession or in the possession of others who hold possession as his or her agent, and in a separate schedule, and inventory of the property and assets of the estate not reduced to possession by the receiver but claimed and held by others.

**610.3. Periodic Reports.**

Within twenty-eight (28) days after the filing of inventory, and at regular intervals of three (3) months thereafter until discharged, unless the Court otherwise directs, the receiver or other similar officer shall file reports of the receipts and expenditures and of his or her acts and transactions in an official capacity.

**610.4. Compensation of Receiver, Attorneys and Other Officers.**

In the exercise of its discretion, the Court shall determine and fix the compensation of receivers or similar officers and their counsel and the compensation of all others who may have been appointed by the Court to aid in the administration of the estate, and such allowances or compensation shall be made only on petition therefore and on such notice, if any, to creditors, and other interested persons as the Court may direct.

**Rule LR20-PR00611. Miscellaneous.**

**611.1 Filings and Orders.**

Prior to the filing of any Order, parties shall provide notice to all other parties involved in the matter, and will have filed with the Court proper pleadings to support said Order. Parties will contact the Court to schedule a hearing for all matters filed with Court, requiring the same prior to the submission of any Order, parties will leave all matters requiring a hearing incomplete, all Orders submitted in final form prior to the day of the scheduled hearing, will be rejected. If a party wished to vacate a hearing and submit a final Order for

approval of the Court the party shall submit an additional Motion or pleading indicating the reason for vacating the hearing and submission of the Order.

**611.2Continuances.**

Parties requesting a continuance shall submit a Pleading or Motion to the Court, and shall indicate whether they have contacted all other parties, and shall indicate in the pleading or Motion the agreement or opposition to the request for continuance.

**Rule LR20-PR0612.Sale of Assets.**

**612.1Sale of Personal Property.**

To the extent that the sale of assets is not authorized by the decedent's will, no Petition to Sell Personal Property in a supervised estate or guardianship shall be granted unless a written appraisal, prepared by a person competent enough to appraise such property and setting forth its fair market value, is filed with the Petition or was previously filed with the inventory. This rule shall not apply to the personal property which is sold at public auction.

**612.2Date of Appraisal.**

All appraisals required by 613.1 above shall be made within one year of the date of the Petition to Sell.

**612.3Exempt Assets.**

No written appraisal shall be required for the sale of assets which are securities traded on a recognized stock exchange. Such assets include, but are not limited to, stocks, bonds, and mutual funds.

**APPENDIX A: WAIVER AND CONSENT TO ALLOW FEES IN EXCESS OF LOCAL RULE  
GUIDELINES**

**WAIVER AND CONSENT TO ALLOW FEES IN EXCESS OF LOCAL RULE GUIDELINES**

**IMPORTANT: PLEASE READ BEFORE SIGNING!**

I am an interested party in the Estate of \_\_\_\_\_.

I understand that:

\_\_\_\_\_ 1. The maximum attorneys fee ordinarily allowed by the Court under the Local Rule Guidelines for legal services in this Estate are \$ \_\_\_\_\_;

\_\_\_\_\_ 2. (Name of attorney), the attorney for the Estate, has requested an attorneys fee in the amount of \$ \_\_\_\_\_; and

\_\_\_\_\_ 3. The above-named attorney for the Estate has performed extraordinary and unusual services for the Estate.

\_\_\_\_\_ Therefore, I consent to the requested attorneys fee, I waive any notice of hearing on the Fee Petition, and I request that the Court allow attorneys fee to be paid to the abovenamed attorney for the Estate in the amount of \$ \_\_\_\_\_.

\_\_\_\_\_  
Date: \_\_\_\_\_ Devisee/Heir (type name)

## **LOCAL JURY RULES FOR ELKHART COUNTY**

### **Rule LR20-AR00-301. Definitions.**

**301.1. Court.** The term “Court” or “Courts” shall mean the Elkhart Circuit and Superior Courts.

**301.2. Judge.** The term “Judge” or “Judges” shall mean a Judicial Officer of the Circuit Court or a Judicial Officer of the Superior Court.

**301.3. Jury Administrator.** The term “Jury Administrator” shall mean a person so appointed to administer and manage the jury process to the extent permitted by Indiana Law.

**301.4. Jury Pool.** The term “Jury Pool” shall mean a list of names, the number of which is to be determined annually by the Judges, drawn in accordance with this rule, from the list of names supplied by the Indiana Supreme Court, pursuant to statute and the Indiana Jury Rules.

**301.5. Notice of Jury Service.** The term “Notice of Jury Service” shall mean a written document which accompanies the Juror Qualification and Questionnaire Form and provides general information regarding the juror selection process of the Elkhart County Courts.

**301.6. Juror Qualification and Questionnaire Form.** The term “Juror Qualification and Questionnaire Form” shall mean a document which solicits information from prospective jurors regarding statutory qualification and exemptions.

**301.7. Summons.** The term “Summons” shall mean a written document which notifies a prospective juror of the dates and details of their jury service.

### **Rule LR20-AR00-302. Effective Date.**

Upon adoption of these rules.

### **Rule LR20-AR00-303. Scope.**

The rules shall govern petit jury assembly, selection, and management in the Courts.

### **Rule LR20-AR00-304. Initial Appointment of Jury Administrators.**

The following are hereby appointed to act as Jury Administrators, to administer the jury assembly process:

- (1) A sufficient number of Jury Commissioners as appointed by the Courts pursuant to the Indiana Code.
- (2) At least one (1) Jury Clerk from the Elkhart County clerk’s office.
- (3) The Bailiff of each Court and Judge thereof.

### **Rule LR20-AR00-305. Additional Modification of Appointments.**

Appointments made pursuant to this rule shall be updated or modified, from time to time, as deemed necessary.

### **Rule LR20-AR00-306. Assembly of the Jury Pool.**

No later than November 1 of each calendar year, the Jury Pool shall be assembled for the next calendar year by randomly selecting names from the appropriate lists as may be required and supplied by the Indiana Supreme Court and appropriate statute.

**Rule LR20-AR00-307. Summoning Jurors.**

Jurors shall be provided Notice, provide jury qualification and questionnaire and summoned as directed by the Jury Administrator as needed by the courts of Elkhart County. A two-tier system is employed, first tier is the Notice and qualification questionnaire document by mail or electronic means and the second tier is summons as a member of a jury panel.

(2) Not later than two (2) week before a jury panel for jury selection is needed, the Jury Administrator or Bailiff assigned to each court shall mail, or cause to be mailed, the Summons of Jury Service which shall specify the specific dates for which the prospective juror shall report for jury service.

(3) Each Judicial Officer may implement such additional procedures as the Judicial Officer may believe will best ensure compliance with the Summons for Jury Service.

**Rule LR20-AR00-308. Assistance of the Clerk of Court.**

At the discretion of the Court, the Jury Administrator may receive technical, administrative, or clerical assistance in summoning prospective jurors from the Office of the Elkhart County Clerk.

**Rule LR20-AR00-309. Criteria for Disqualification.**

Prospective jurors shall be found disqualified from jury service using only those criteria which is expressly provided in the Indiana Code and the Indiana Jury Rules.

**Rule LR20-AR00-310. Criteria for Exemption.**

Prospective jurors shall be exempted from jury service using only those exemptions expressly provided in the Indiana Code and the Indiana Jury Rules.

**Rule LR20-AR00-311. Documentation of Disqualification, Exemption, or Deferral.**

Facts supporting disqualification, exemption, or deferral from jury service shall be provided to the Court, in writing, under oath or affirmation.

**Rule LR20-AR00-312. Term of Jury Service.**

The term of jury service shall be as set forth in Indiana Jury Rule 9.

**Rule LR20-AR00-313. Record Keeping.**

**813.1. Format.** Records of the jury management in the Courts shall be maintained, in written format, electronic format, or both, by the Jury Administrator, Bailiff or other court official as may be designated by the Court.

**813.2. Items Included.** Records shall include, but are not limited to:

**813.3. Protocols.** The protocols for record keeping and retention established in each Court shall comply strictly with the standards established in the Indiana Code, Indiana Jury Rules, Indiana Administrative Rules, or otherwise provided by Indiana Law.

The term of jury service shall be that as set forth in Indiana Jury Rule 9.



- (1) Annual jury pool;
- (2) Periodic list;
- (3) Jurors qualified;
- (4) Exemptions granted;
- (5) Deferrals granted;
- (6) Jurors who served; and
- (7) Terms of service.

**Rule LR20-AR00-314. Juror Privacy.**

In addition to, and to the extent that it is not contrary to disclosure either permitted or prohibited by Indiana Supreme Court Access to Court Records Rules:

(1) Personal information relating to a juror or prospective juror not disclosed in open court is confidential, other than for the use of the parties and counsel.

- 1 (2) Upon request, paper or electronic copies of the Juror Qualification and Questionnaire Form may be made available to counsel on the date of trial. (a) All copies of the Juror Qualification and Questionnaire Form so provided shall be returned to the Court at the completion of the jury selection process or, by leave of Court, at the completion of the trial.
- 2 (b) No photocopies or duplicates of the Juror Qualification and Questionnaire Form shall be made without specific Court authorization.
- 3 (3) Each Court shall take steps to protect and maintain juror privacy and the confidentiality of juror information. A Court may enforce any violation of this Rule by direct or indirect contempt of court and by a fine, which may include attorney's fees.

**Rule LR20-AR00-315. General**

All other proceedings involving the assembly, selection, and management of petit juries in the Courts shall be conducted as required by the Indiana Jury Rules.

**Rule LR20-AR00-316 Proposed Jury Instructions**

(A) A court may require a party to submit any proposed instructions in electronic format that allows editing.

(B) In any civil case each party shall tender to the court all proposed preliminary and final instructions at least fourteen (14) days prior to the trial date in electronic format that allows editing.

(C) In any criminal case each party shall tender to the court all proposed preliminary and final instructions at least seven (7) days prior to the trial date in electronic format that allows editing.

(D) The Court may in its discretion permit the parties to submit additional proposed final instructions after the close of the evidence in electronic format that allows editing.

(E) Any proposed instruction shall contain a citation of legal authority for the proposed instruction. Indiana Pattern Jury Instructions shall be used wherever applicable. Failure to comply with this rule shall be deemed a waiver by a party of the right to tender instructions.

(F) A party submitting proposed instructions shall submit the proposal in two formats: One (1) the proposed instruction shall identify the party tendering the instruction and shall contain citations of authority. The second format of the instruction shall be prepared so as not to identify either the party proposing the instruction or the citation of authority. Both formats shall be submitted in electronic format that allows editing.

(G) A party proposing any instruction shall deliver a copy of such instruction to any other party.

## **LOCAL RULE FOR COURT FEES FOR ELKHART COUNTY (900SERIES)**

### **Rule LR20-AR00-901.**

#### **Intent and Scope of Fee Schedule.**

The Courts adopt the following schedule of fees for referrals to offset the costs of court services and to reduce the burden on the County taxpayer. The Courts find that the following rules establish a reasonable schedule of user fees for the Courts of Elkhart County.

### **Rule LR20-AR00-902. Drug Court.**

#### **902.1. Problem Solving Court User Fee.**

A person participating in a problem-solving Court shall pay a problem-solving court administration fee of one hundred dollars (\$100.00). In addition, each participant in problem-solving court shall be assessed a services fee of fifty dollars (\$50.00) per month beginning with the second month of participation and for each month thereafter for the duration of participation in the problem-solving court. Provided further, however, that the aggregate of fees paid under this section by any participant shall not exceed five hundred dollars (\$500.00).

#### **902.2 Urine Drug Screening Fees.**

Urine Drug Screening Fees payable to the Court laboratory for deposit with the auditor as follows: Problem-Solving Court Urine Drug Screening Fees: \$25.00 for positive drug screens, \$15.00 for negative drug screens, \$3.00 for no specimen fees, \$2.00 for breathalyzer fee, and \$45.00 for confirmation testing at an off-site laboratory.

### **902.3 Case Monitoring Fees.**

A party referred for case monitoring only shall pay a fee of \$75.00, which includes monitoring compliance with treatment at a court-ordered treatment provider and for monitoring of urine drug screens.

### **902.4 Transfer Fees.**

(A) Transfer fees shall be payable to the Clerk of the Court as follows: (a) Transfer to another jurisdiction: A transfer fee of \$75.00 shall be paid to the Clerk of the Court to transfer a case to another state or in-state jurisdiction, or to transfer directly to an in-state or out-of-state treatment provider without alcohol and drug assessment.

(B) Transfer from another jurisdiction: A transfer fee of \$150.00 shall be paid to the Clerk of the Court for cases transferred from another jurisdiction.

### **Rule LR20-AR00-903. Urine Drug Screening Fees.**

Urine Drug Screening Fees payable to the Court laboratory for deposit with the auditor as follows: Court services Urine Drug Screening Fees: \$25.00 for positive drug screens, \$15.00 for negative drug screens, \$3.00 for no specimen fees, \$2.00 for breathalyzer fee, and \$45.00 for confirmation testing at an off-site laboratory.

### **903.1 Case Monitoring Fees.**

A party referred for case monitoring only shall pay a fee of \$75.00.

### **903.2 Transfer Fees.**

(A) Transfer fees shall be payable to the Clerk of the Court as follows:

(1) Transfer to another jurisdiction: A transfer fee of \$75.00 shall be paid to the Clerk of the Court to transfer a case to another state or in-state jurisdiction, or to transfer directly to an in-state or out-of-state treatment provider.

(2) Transfer from another jurisdiction: A transfer fee of \$150.00 shall be paid to the Clerk of the Court for cases transferred from another jurisdiction.

### **Rule LR20-AR00-904. Late Payment Fee for Court Costs, Fines and Civil Penalties.**

Pursuant to Indiana Code 33-37-5-22, the Courts of Elkhart County adopt a late payment fee in the sum of twenty-five (\$25.00) for defendants who have not tendered timely payment of costs, fines or civil penalties.

#### **904.1.1.1 Definitions.**

#### **904.1.1.2 Definition of Defendant.**

For the purposes of this local rule, an individual who has committed a crime, violated a statute defining an infraction, violated an ordinance of a municipal corporation, or committed a delinquent act, is defined as a “defendant.”

#### **904.1.1.3 Definition of Costs.**

For the purposes of this local rule, costs include court costs and fees assessed by a Court.

### **904.2 Court May Suspend Late Payment Fee.**

Notwithstanding LR20-AR00-903, the Court that imposed the costs, fine or civil penalty may suspend the late payment fee required by this Rule if the Court finds that the Defendant has demonstrated good cause for failure to make a timely payment of the previously assessed costs, fine or civil penalty and issues an order to that effect directing the Clerk of the Court to suspend the assessment and collection of the Late Payment Fee.

**904.3 Assessment of Late Payment Fee.**

A defendant who is required to pay court costs (including fees), a fine, or civil penalty and who has not been determined by the Court imposing the costs, fine, or civil penalty to be indigent shall pay, in addition to the costs, fine or civil penalty, a late payment fee in the sum of \$25.00 to the Clerk of the Court if the defendant fails to pay the costs, fine or civil penalty in full before the later of the following: (a) the end of the business day on which the Court enters the conviction or judgment; or (b) the end of the period specified in a payment schedule set for the payment of court costs, fines, and civil penalties adopted for the operation of the Courts of Elkhart County.

**904.4 Clerk to Assess and Collect Late Payment Fee.**

When a defendant meets the criteria described in LR20-AR00-903, the Clerk shall assess and collect a late payment fee in the sum of \$25.00, unless the late payment fee is suspended by Court order as provided by LR20-AR00-903.2. The Clerk may take all appropriate steps to collect late payment fees, including without limitation the retention of legal counsel to effectuate collection proceedings.

**LR20-AR19-1000 Court Facility Security**

Ind. Administrative Rule 19 requires that “each court shall develop and implement a court security plan to ensure security in court facilities”. The power to do so is derived in part from Indiana Constitution Article 3 § 1 and Ind. Const. Art. 7. In addition, Ind. Code § 35-47-11.1-4(5) creates an exception to the general rule prohibiting a political subdivision from regulating the possession and carrying of firearms, etc.

The Judges of the Elkhart Circuit and Superior Courts (“the Courts”) have promulgated this local court rule as required by Ind. Trial Rule 81. It is intended to provide for the orderly operation of the Courts, the safety of the public, the litigants, the witnesses, and the court staff.

1. Anyone entering the locations listed below (collectively “the courtroom facilities”) must consent to a search of their person, including any package, briefcase, or purse:
  - (a) the Elkhart County Courthouse;
  - (b) the Elkhart County Probation Department;
  - (c) any other location where a judicial officer of any of the Courts maintains an office;
  - (d) and any other location where a judicial officer conducts court proceedings.
2. If a courtroom facility has more than one entrance/exit, the Courts may designate one or more of the entrances/exits to be used only for restricted purposes.
3. Unless exempt under Paragraph 6, below, anyone entering a courtroom facility is prohibited from having any of the following in his or her possession while in the courtroom facility:
  - (a) a loaded or unloaded firearm; or
  - (b) a weapon, device, taser (as defined in I.C. § 35-47-8-3) or electronic stun weapon (as defined by I.C. § 35-47-8-1), equipment, chemical substance or other material, including a knife, razor, box-cutter, and switchblade that in the manner it is used, or could ordinarily be used, is readily capable of causing serious bodily injury.
4. Anyone refusing to comply with this Order is to be denied entrance to the courtroom facilities.
5. Anyone violating this Order may be found to be in contempt of court and punished for that contempt pursuant to the inherent power of the Courts and/or pursuant to I.C. § 34-47, I.C. § 34-47-2, and/or I.C. § 34-47-3.
6. The following individuals are exempt from this order:
  - (a) a law enforcement officer, as defined in I.C. § 35-31.5-2-185;
  - (b) a judicial officer, as defined in I.C. § 35-31.5-2-177.7;
  - (c) a probation officer appointed pursuant to I.C. § 11-13-1-1, who has satisfied all of the conditions listed in I.C. § 11-13-1-3.5;
  - (d) an employee of a locally or regionally operated Community Corrections Program, who is authorized to carry a firearm by his or her supervisor;
  - (e) any other person authorized by a full-time judicial officers of the Courts shall be exempt until a full-time judicial officers of the Courts withdraw the exemption. The judicial officers are to promptly provide the Elkhart County Sheriff with a copy of the authorization or the withdrawal of the authorization.
7. Any person listed in Paragraph 6 SHALL NOT BE EXEMPT whenever they or any member of their family is a party to any proceeding taking place. This does not include appearing in the individual’s official capacity.
8. The statutes cited above may change from time to time. This local court rule shall automatically refer to the relevant statutes in effect at any given time.

This local rule, as adopted, has been placed in the Record of Judgments and Orders in the Office of the Clerk of the Elkhart Circuit Court.

**LR20-RPC-1100 Local Rules of Civility**

The Circuit and Superior Court of Elkhart County adopt the following Standards of Conduct as adopted from the Seventh Federal Judicial Circuit.

Preamble

A lawyer's conduct should be characterized at all times by personal courtesy and professional integrity in the fullest sense of those terms. In fulfilling our duty to represent a client vigorously as lawyers, we will be mindful of our obligations to the administration of justice, which is a truth-seeking process designed to resolve human and societal problems in a rational, peaceful, and efficient manner.

A judge's conduct should be characterized at all times by courtesy and patience toward all participants. As judges we owe to all participants in a legal proceeding respect, diligence, punctuality, and protection against unjust and improper criticism or attack.

Conduct that may be characterized as uncivil, abrasive, abusive, hostile, or obstructive impedes the fundamental goal of resolving disputes rationally, peacefully, and efficiently. Such conduct tends to delay and often to deny justice.

The following standards are designed to encourage us, judges and lawyers, to meet our obligations to each other, to litigants and to the system of justice, and thereby achieve the twin goals of civility and professionalism, both of which are hallmarks of a learned profession dedicated to public service.

We expect judges and lawyers will make a mutual and firm commitment to these standards. Voluntary adherence is expected as part of a commitment by all participants to improve the administration of justice throughout this Circuit.

These standards shall not be used as a basis for litigation or for sanctions or penalties. Nothing in these standards supersedes or detracts from existing disciplinary codes or alters existing standards of conduct against which lawyer negligence may be determined.

These standards should be reviewed and followed by all judges and lawyers participating in any proceeding in this Circuit. Copies may be made available to clients to reinforce our obligation to maintain and foster these standards.

#### Lawyers' Duties to Other Counsel

1. We will practice our profession with a continuing awareness that our role is to advance the legitimate interests of our clients. In our dealings with others we will not reflect the ill feelings of our clients. We will treat all other counsel, parties, and witnesses in a civil and courteous manner, not only in court, but also in all other written and oral communications.

2. We will not, even when called upon by a client to do so, abuse or indulge in offensive conduct directed to other counsel, parties, or witnesses. We will abstain from disparaging personal remarks or acrimony toward other counsel, parties, or witnesses. We will treat adverse witnesses and parties with fair consideration.

3. We will not encourage or knowingly authorize any person under our control to engage in conduct that would be improper if we were to engage in such conduct.

4. We will not, absent good cause, attribute bad motives or improper conduct to other counsel or bring the profession into disrepute by unfounded accusations of impropriety.

5. We will not seek court sanctions without first conducting a reasonable investigation and unless fully justified by the circumstances and necessary to protect our client's lawful interests.

6. We will adhere to all express promises and to agreements with other counsel, whether oral or in writing, and will adhere in good faith to all agreements implied by the circumstances or local customs.

7. When we reach an oral understanding on a proposed agreement or a stipulation and decide to commit it to writing, the drafter will endeavor in good faith to state the oral understanding accurately and completely. The drafter will provide the opportunity for review of the writing to other counsel. As drafts are exchanged between or among counsel, changes from prior drafts will be identified in the draft or otherwise explicitly brought to the attention of other counsel We will not include in a draft matters to which there has been no agreement without explicitly advising other counsel in writing of the addition.

8. We will endeavor to confer early with other counsel to assess settlement possibilities. We will not falsely hold out the possibility of settlement as a means to adjourn discovery or to delay trial.

9. In civil actions, we will stipulate to relevant matters if they are undisputed and if no good faith advocacy basis exists for not stipulating.

10. We will not use any form of discovery or discovery scheduling as a means of harassment.

11. We will make good faith efforts to resolve by agreement our objections to matters contained in pleadings and discovery requests and objections.

12. We will not time the filing or service of motions or pleadings in any way that unfairly limits another party's opportunity to respond.

13. We will not request an extension of time solely for the purpose of unjustified delay or to obtain a tactical advantage.

14. We will consult other counsel regarding scheduling matters in a good faith effort to avoid scheduling conflicts.

15. We will endeavor to accommodate previously scheduled dates for hearings, depositions, meetings, conferences, vacations, seminars, or other functions that produce good faith calendar conflicts on the part of other counsel. If we have been given an accommodation because of a calendar conflict, we will notify those who have accommodated us as soon as the conflict has been removed.

16. We will notify other counsel and, if appropriate, the court or other persons, at the earliest possible time when hearings, depositions, meetings, or conferences are to be canceled or postponed. Early notice avoids unnecessary travel and expense of counsel and may enable the court to use the previously reserved time for other matters.

17. We will agree to reasonable requests for extensions of time and for waiver of procedural formalities, provided our clients' legitimate rights will not be materially or adversely affected.

18. We will not cause any default or dismissal to be entered without first notifying opposing counsel, when we know his or her identity.

19. We will take depositions only when actually needed to ascertain facts or information or to perpetuate testimony. We will not take depositions for the purposes of harassment or to increase litigation expenses.

20. We will not engage in any conduct during a deposition that would not be appropriate in the presence of a judge.



21. We will not obstruct questioning during a deposition or object to deposition questions unless necessary under the applicable rules to preserve an objection or privilege for resolution by the court.

22. During depositions we will ask only those questions we reasonably believe are necessary for the prosecution or defense of an action.

23. We will carefully craft document production requests so they are limited to those documents we reasonably believe are necessary for the prosecution or defense of an action. We will not design production requests to place an undue burden or expense on a party.

24. We will respond to document requests reasonably and not strain to interpret the request in an artificially restrictive manner to avoid disclosure of relevant and non-privileged documents. We will not produce documents in a manner designed to hide or obscure the existence of particular documents.

25. We will carefully craft interrogatories so they are limited to those matters we reasonably believe are necessary for the prosecution or defense of an action, and we will not design them to place an undue burden or expense on a party.

26. We will respond to interrogatories reasonably and will not strain to interpret them in an artificially restrictive manner to avoid disclosure of relevant and non-privileged information.

27. We will base our discovery objections on a good faith belief in their merit and will not object solely for the purpose of withholding or delaying the disclosure of relevant information.

28. When a draft order is to be prepared by counsel to reflect a court ruling, we will draft an order that accurately and completely reflects the court's ruling. We will promptly prepare and submit a proposed order to other counsel and attempt to reconcile any differences before the draft order is presented to the court.

29. We will not ascribe a position to another counsel that counsel has not taken or otherwise seek to create an unjustified inference based on counsel's statements or conduct.

30. Unless specifically permitted or invited by the court, we will not send copies of correspondence between counsel to the court.

#### Lawyers' Duties to the Court

1. We will speak and write civilly and respectfully in all communications with the court.

2. We will be punctual and prepared for all court appearances so that all hearings, conferences, and trials may commence on time; if delayed, we will notify the court and counsel, if possible.

3. We will be considerate of the time constraints and pressures on the court and court staff inherent in their efforts to administer justice.

4. We will not engage in any conduct that brings disorder or disruption to the courtroom. We will advise our clients and witnesses appearing in court of the proper conduct expected and required there and, to the best of our ability, prevent our clients and witnesses from creating disorder or disruption.

5. We will not knowingly misrepresent, mischaracterize, misquote, or miscite facts or authorities in any oral or written communication to the court.

6. We will not write letters to the court in connection with a pending action, unless invited or permitted by the court.

7. Before dates for hearings or trials are set, or if that is not feasible, immediately after such date has been set, we will attempt to verify the availability of necessary participants and witnesses so we can promptly notify the court of any likely problems.

8. We will act and speak civilly to court marshals, clerks, court reporters, secretaries, and law clerks with an awareness that they, too, are an integral part of the judicial system.

#### Courts' Duties to Lawyers

1. We will be courteous, respectful, and civil to lawyers, parties, and witnesses. We will maintain control of the proceedings, recognizing that judges have both the obligation and the authority to insure that all litigation proceedings are conducted in a civil manner.

2. We will not employ hostile, demeaning, or humiliating words in opinions or in written or oral communications with lawyers, parties, or witnesses.

3. We will be punctual in convening all hearings, meetings, and conferences; if delayed, we will notify counsel, if possible.

4. In scheduling all hearings, meetings and conferences we will be considerate of time schedules of lawyers, parties, and witnesses.

5. We will make all reasonable efforts to decide promptly all matters presented to us for decision.

6. We will give the issues in controversy deliberate, impartial, and studied analysis and consideration.

7. While endeavoring to resolve disputes efficiently, we will be considerate of the time constraints and pressures imposed on lawyers by the exigencies of litigation practice.

8. We recognize that a lawyer has a right and a duty to present a cause fully and properly, and that a litigant has a right to a fair and impartial hearing. Within the practical limits of time, we will allow lawyers to present proper arguments and to make a complete and accurate record.

9. We will not impugn the integrity or professionalism of any lawyer on the basis of the clients whom or the causes which a lawyer represents.

10. We will do our best to insure that court personnel act civilly toward lawyers, parties, and witnesses.

11. We will not adopt procedures that needlessly increase litigation expense.

12. We will bring to lawyers' attention uncivil conduct which we observe.