

# E-filing User Guide

## Indiana Statewide E-filing System



**E-file Indiana**  
courts.in.gov/eFile

The most current version of this guide can be found at <http://courts.in.gov/4313.htm>

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# Other helpful e-filing information

In addition to this User Guide, the Indiana Supreme Court has also published the following:

- [E-filing tutorials](#)
- [Guide on confidential filings](#)
- [Frequently asked questions](#)

## About this guide

This guide is:

- ✓ a general description of some of the court rules that apply to electronic filing. Any court filing may be subject to any number of court rules, orders, statutes, or other sources of legal authority that do not appear in this guide.
- ✓ provided for the convenience of E-file Indiana users, and the information in this guide should not be relied upon as legal authority.
- ✓ published by the Indiana Supreme Court Office of Judicial Administration and subject to periodic updates.

### Who should use this guide

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This guide is for anyone wishing to electronically file documents in an Indiana court that accepts electronic filings and in cases eligible for electronic filing.

If you are going to court without a lawyer, you may be able to file electronically, and this guide will help you do so. However, it is always recommended that you seek advice from an attorney if you are going to court in any matter. This guide is not a substitute for legal advice or a substitute for a thorough reading of the rules of court that apply to your case. See "[Learn the rules.](#)"

### What this guide does not cover

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This guide does not cover technical instruction for how to use e-filing software, though it does include technical advice for preparing documents according to Indiana's court rules. Indiana's e-filing system allows you to choose the e-filing software you prefer; training and support are offered by the software provider you choose. Learn more under "[Choose your service provider.](#)"

## Definitions

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**Case management system (CMS):** The system of networked software and hardware used by any Indiana court that may receive, organize, store, retrieve, transmit, and display all relevant documents in any case before it.

**Conventional filing:** The physical non-electronic presentation of documents to the clerk or court.

**Document security:** A selection made by the filer when uploading a document that designates the document as public or confidential. Confidential information is defined in [Administrative Rule 9](#).

**DPI:** Dots per inch, also known as PPI or pixels per inch is a measure of display image sharpness.

**Electronic filing (E-filing):** A method of filing documents with the clerk of any Indiana Court by electronic transmission utilizing the Indiana E-Filing System. E-filing does not include transmission by facsimile or by email.

**E-filing manager (EFM):** The centralized entity approved by the Supreme Court that receives and transmits all e-filing submissions between the E-filing Service Provider(s) and the appropriate Case Management System.

**E-filing service provider (EFSP):** The organization and software selected by a User and approved by the Supreme Court to receive and transmit all E-Filing submissions between the User and the Indiana E-Filing System

**Electronic service (E-service):** E-service is a method of serving documents by electronic transmission on any User in a case via the Indiana E-filing System.

**Envelope:** An electronic submission to a court that contains one or more filings.

**Filing User:** Includes court and clerk staff, unrepresented litigants, attorneys, or an agent whom an attorney has expressly designated to make a filing on the attorney's behalf and who has an Indiana Electronic Filing System user ID, password, and limited authority to file documents electronically

**Indiana E-filing system (IEFS):** The system of networked hardware, software, and service providers approved by the Supreme Court for the filing and service of documents via the internet, into the Case Management System(s) used by Indiana Courts.

**Initial filing:** The action that begins the case.

**MB:** Abbreviation for the unit of measure "megabyte." A megabyte is a unit of computer memory or data storage capacity.

**Notice of Electronic filing (NEF):** The notice generated automatically when a document is submitted and transmitted through the Indiana E-Filing System, which sets forth the time of transmission, the name of the court, User, party or attorney transmitting the document, the title of the document, the type of document, and the name of the court, attorney, party, or other person meant to receive the Notice.

**OCR:** Abbreviation for "optical character recognition," which is the conversion of an image that contains words into text. For example, a scanned paper document is a series of images of the pages. Running OCR on the document tells the computer to interpret the shapes of the letters in the image to text that can be copied and searched.

**Public access terminal:** A publicly accessible computer provided by a clerk or court that allows a member of the public to access the Indiana E-Filing System and public court records.

**Registered User:** A person or entity with a user ID and password assigned by the Indiana Electronic Filing Service or its designee who is authorized to use the Indiana Electronic Filing Service for the electronic filing or service of documents

**Related party (may also be called "associated party"):** The party filing the document. The related party shows in the case management system as the "filed by" party.

**Service:** Official notification of a filing in a court case to another party or attorney in the case. For example, to serve divorce papers on a spouse.

**Service contact:** A party, attorney or agent who is notified of filings to a case. This is a person whose email address and other identifying information has been entered into the e-filing system by a registered user.

**Subsequent filing:** Documents filed into a case that already exists.

**User agreement:** An agreement in a form approved by the Office of Judicial Administration that establishes obligations and responsibilities of the User within the Indiana E-Filing System.

**User:** A Registered User or Filing User.

# Getting started

Indiana's statewide e-filing system is used to file documents online in nearly all types of cases in the state's trial and appellate courts. The system is available 24/7/365, except when it must be taken offline for scheduled maintenance.

Subscribe to updates and alerts about the e-filing system at <http://courts.in.gov/4295.htm>.

## Learn the rules

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Before you begin e-filing, review the relevant rules of court.

- The rules for e-filing in a trial court can be found in [Trial Rule 86](#).
- There is not a specific rule for e-filing in the Supreme Court and Court of Appeals. Instead, because e-filing is required in these courts beginning July 1, 2016, refer to the [Indiana Appellate Rules](#).
- There is not a specific rule for e-filing in the Tax Court. Instead, because e-filing is required in this court beginning July 1, 2016, refer to the [Indiana Tax Court Rules](#).

You must also be familiar with the rules of court that apply to your case generally. See the Indiana Rules of Court at <http://courts.in.gov/rules>.

## Which courts allow e-filing and which courts require it

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In some counties, e-filing is available to attorneys and unrepresented litigants; in other counties, e-filing is required of attorneys. Unrepresented litigants are not required to e-file, but are encouraged to do so. When e-filing is required of an attorney, it may only be required in a case that is already open, or it may be required for all filings in all available case types. See "[initial filings vs. subsequent filings](#)" for more information.

For a current list of counties that allow or require e-filing, see <http://courts.in.gov/4329.htm>.

E-filing is required of attorneys in all three appellate courts, except for the Notice of Appeal, which may not be e-filed at this time. E-filing in the appellate courts is only required of attorneys in a case that is already open, and though unrepresented litigants are not required to e-file in the appellate courts, they are encouraged to do so.

## Which case types can be e-filed

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E-filing is available in many civil and criminal case types in the trial courts and is available in all case types in the appellate courts. For some case types, including appeals, e-filing is not currently available for the initial filing.

The most up-to-date information about which types of trial court cases are eligible for electronic filing is posted at <http://courts.in.gov/4329.htm>.

Some case types may be initially filed online. All case types eligible for e-filing allow subsequent filings online.

It is important to note that the list of case types available for e-filing is a general list and does not change the jurisdiction of the court accepting electronic filings. For example, small claims cases may be e-filed generally, but the Marion Circuit & Superior Courts do not hear small claims cases, so a small claims case may not be filed there—electronically or otherwise.

## Initial filings vs. subsequent filings

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- ✓ An initial filing is the filing that opens a case
- ✓ A subsequent filing is any filing in a case that is already open

In the appellate courts, initial filings (notices of appeal) are not available for any case type. In the trial courts, some case types are only available for subsequent filings, while others are available for both initial and subsequent filings.

For a current list of case types available for initial and/or subsequent filings, see <http://courts.in.gov/4329.htm>.

## Choose your service provider

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Indiana's e-filing system offers you a range of e-filing software service providers to choose from. Before you can e-file in a case, choose which provider is right for you or your firm and register with that company.

The list of certified e-filing providers in Indiana is growing, and each provider has slightly different features. Most providers offer subscriptions for a fee, but you can always e-file at no cost (other than applicable filing fees or service fees) using the state's e-filing provider ([efile.incourts.gov](http://efile.incourts.gov)).

Learn about the various providers at <http://courts.in.gov/4274.htm>.

## Get training and support

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The quality and availability of training and support are features you should consider when choosing an e-filing provider.



You should participate in any training offered by your provider before you e-file your first case to avoid errors in your filing. You can find training and support information for each provider at <http://courts.in.gov/4315.htm>.

## Set up your account

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The e-filing provider you select has instructions on how to create a user account.

### Choosing an account type

If you are going to court without a lawyer, are a process server, or are a landlord or tenant, you may wish to set up an **individual account** (may also be called pro se or independent) account, if this type of account is offered by your provider.

Otherwise, it is recommended that you choose a **firm account**, which gives you the ability to have multiple users file from one account. Even if you are a solo practitioner, this type of account allows you to add a paralegal or other assistant who may file on your behalf.

### Multiple accounts

You may have more than one user account for the e-filing system. This may be useful for filers such as a solo practitioner who works on contract with another firm, public defender agency, or prosecutor's office. Since each user account is an email address, if you file on behalf of multiple organizations, you will need to use different email addresses to establish each account.

### Usernames and passwords

You are required to have a unique username and password. **Usernames and passwords should never be shared**, even among filers from the same law firm.

You are responsible for the use of your username and password, and documents filed with your username and password are presumed to have been filed by you. If your password is compromised, immediately change the password and notify your e-filing provider.

### Creating service contacts

When you set up a firm account, you will need to create "service contacts" for your firm. These are people in your firm who can be added to a case so that they receive service of filings in the case. You may only add a service contact to your firm's account with the expressed permission of the contact.

If an attorney withdraws from a case, you must remove that attorney's contact information from the list of service contacts for that case.

### Public Service List

The Public Service List is the directory of people who have agreed to receive electronic service of filings by email in trial and appellate cases.



**IMPORTANT! You are required to accept e-service in any case in which you e-file. You agree to e-service by adding yourself to the Public Service List.**

When you add a service contact to your firm, the contact is designated public by default. If you have existing service contacts in your firm that are not public, but need to be made public to comply with the e-service requirement, simply edit the contact information and check the box to make the contact public.

[See tutorial – Adding an attorney to the public service list](#)

Who you may add to the list is limited:

- You may add yourself.
- If you have a firm administrator account with authorization to manage other contacts, you may add members of your firm.
- You may not add other parties, regardless of whether you have their permission. They are responsible for adding themselves to the list.

If the parties or attorneys you wish to serve is not already on the Public Service List, you may not serve them electronically. Instead, you must execute service conventionally.

All of Indiana's e-filing providers offer a way for users to add a contact to the Public Service List. Instructions for this vary by provider, so if you need help with this feature, please seek support through the provider you've chosen to use.

You can search the Public Service List by contact name, email address or firm name as well as partial information such as "indy.gov" to search for anyone with an email address in the @indy.gov domain or "atg.in.gov" to search for people in the Office of the Attorney General.

### Fee payment

If a filing fee is due, it must be paid at the time of filing. You may set up multiple payment accounts inside your firm account to pay fees online. Different e-filing providers offer different payment types. The free e-filing provider accepts Visa, MasterCard, Discover credit and debit cards.

If you wish to file a case with a fee waiver, you need to set up a waiver account as one of your payment account options. Most waivers must be approved by the court, but some waivers are automatic by statute. To request a fee waiver when e-filing, submit the fee waiver request with your initial filing and choose the waiver account you set up as the payment account when submitting.

# How to

## Plan the timing of your filings

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You may e-file at any time except during scheduled downtimes. The filed date and time are shown on the Notice associated with each document and are determined by the date and time zone in which the specific court is located. Your filing is not complete until you receive the Notice of Electronic Filing.

In a trial court, a document that is e-filed outside the normal business hours of the court is deemed filed as of submission, but is not deemed served until the next business day of the court where the filing is made. For example, if a summary judgement motion is filed after the court has closed for the day the opposing counsel's 30 days to respond begins on the next day that the court is open.

If you encounter a technical error in the Indiana e-filing system that prevents you from filing or serving a document by deadline, you may file a motion with the court requesting the document be deemed filed or served on the date attempted. As the filer, you have the burden of showing there was a technical error, and time will only be adjusted if the error is attributed to failure of the Indiana e-filing system.



**IMPORTANT!** Failure to file or serve a document by deadline for reasons such as your Internet connection failed, your computer or software failed, or other reasons not attributed to the Indiana e-filing system is not a valid reason for time adjustments.

In the event the Indiana e-filing system does not permit a filing due to technical error, you may submit the filing conventionally. See [Trial Rule 86\(N\)](#).

## Handle confidential information in filings

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As an e-filer, you are responsible for ensuring that information which is considered confidential under [Administrative Rule 9](#) does not appear in public court documents. If confidential documents are not properly designated or redacted when filed, they may be stricken and you may be sanctioned by the court or incur liability to third parties.

✔ [See guide – Confidential filings](#)

When you redact confidential information from a document you must make sure the confidential information cannot be retrieved. Redaction methods that were sufficient for paper documents will not always be sufficient for electronic documents.



**IMPORTANT!** Covering text with a black rectangle, highlighting it in black, reducing its size, or changing its color to white does not constitute redaction. You must also ensure that there is no confidential information in the document properties, also called metadata.

If you have a filing in which some parts are public and some parts are confidential, you must split the confidential portion into a separate PDF file. Content with different security classifications must be contained in separate documents, but may be submitted within the same envelope. For more information about “envelopes,” see the training and help documentation from your e-filing service provider.

## Prepare documents to be e-filed

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- ✓ [See appendix – Preparing documents for e-filing](#)
- ✓ [See tutorial – How to correctly file the Certificate of Service](#)

## Avoid filing errors

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Here are some important tips about the mechanics of filing documents with any of the e-filing providers:

### Do not add d/b/a or a/k/a to party names

When you start an initial filing, you are required to type in the party names, which will be used to create the case in the case management system. The party field has an 80-character limit.

- **DO NOT** append d/b/a or a/k/a or similar information to the party name in the e-filing system.
- **DO** include it in the content of your documents; the clerk will include this information in the appropriate field when creating the case in the case management system.

### Requesting a specific court

When you initiate a case electronically and you wish to request a specific court, the filing document must indicate the court by starting the case number with the court identifier. Otherwise, the filing will be processed in accordance with the county’s local rules. Court identifiers are outlined in [Administrative Rule 8](#). Please note that not all Courts allow the filer to select the Court. The local rules of the Court should be reviewed before filing in that Court system.

### Example

STATE OF INDIANA	)	IN THE HAMILTON COUNTY COURTS
	)SS:	
COUNTY OF HAMILTON	)	CASE NO. 29D03

### Upload a lead document

Each filing must contain one lead document. If the lead document is too large, the document can be filed in sections using the attachment option. See below for examples of when to add attachments.

### Filing codes and envelopes

When you e-file, your submission is called an "envelope" and is assigned an envelope number. An envelope may contain multiple filings, and a filing may contain multiple documents. All the documents (i.e., the lead document and attachments) in a filing must match the filing code you assign to the filing.

- [See tutorial – Adding multiple filings to a single envelope](#)

### Example

If filing an Appearance, the documents uploaded must contain only the contents of the appearance and should be filed under the Appearance filing code. The documents must not also include the contents of, for example, a motion. The motion should be filed under a separate filing code (e.g., Motion).

See below for information specific to trial courts. [See the section on appellate e-filing](#) for information specific to appellate courts.

### Filing code tips in trial court cases

Exhibits should be filed as attachments to the original filing code.

If you are filing a document that requires updating by the clerk (e.g., a letter or adoption record), you must select the "Proposed Notice" filing code if it is available. The documents should be uploaded as lead documents. Do not attach proposed notice documents to other pleadings.

If you are filing a proposed order with a motion, the proposed order must be submitted using a separate filing code called "Proposed Order." The proposed order will be the lead document on that filing code. Do not attach a proposed order to other pleadings.

## List of Trial Court Filing Codes

- Answer
- Appearance
- Certificate of Issuance of Summons
- Complaint/Equivalent Pleading
- Motion
- Notice of Exclusion of Confidential Information
- Petition
- Proposed Notice (document will not receive a file stamp)
- Proposed Order Filed (document will not receive a file stamp)
- Return of Service (filer should include served party in the filing code comment)
- Service Only
- Subpoena/Summons Filed

## Serve filings to other parties

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In general, when you electronically file in a case, you must electronically serve any documents to any party or attorney who is on the Public Service List. See "[Public Service List](#)" for more information. Further:

- When serving a filing that initiates a case, follow Trial Rule 86(G)(2) [effective July 1, 2016]
- When serving a filing in a case that already exists (also called a "subsequent filing") follow Trial Rule 86(G)(3) [effective July 1, 2016]

You cannot electronically serve to anyone who isn't on the Public Service List, or, in existing cases, isn't listed as a service contact in the e-filing system. In that event you must serve conventionally.

If you are e-filing to a case, you are required to accept e-service in that case. To receive service electronically in cases initiated by other parties, add yourself to the Public Service List.



**IMPORTANT! You must ensure the email address you use for the e-filing system and Public Service List is functional and checked regularly. Failure to do so means you won't receive service on cases. Updating your email on the Indiana Courts Portal does not automatically update your email in Odyssey or the e-filing system at this time.**

When you receive service by email, the message will contain a link to the filing. This link is temporary, and will be available for only 45 days unless your service provider offers additional time. If you do not download the document within the time allowed, you may request a copy from the Clerk of Court for an additional fee.



**IMPORTANT! You are responsible for downloading a copy of the document you receive by e-service and for your own recordkeeping. Do not rely on the e-filing system for document management or access to court documents.**

Although the e-service notification email is forwarded to the recipient at the time of the e-service submission, the document(s) attached to the e-filing will not be file stamped until the Clerk has processed and accepted it for filing.

When e-service is used within the e-filing system, service is complete upon transmission of the document as confirmed by the Notice of Electronic Filing associated with the document. The three (3) day extension of time for when a party is served by mail does not apply when service is made by e-service.

## Cancel a filing

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You can cancel a filing after you've submitted it, but only before the clerk opens it for review. For specific instructions on how to complete this action, [get support from your e-filing service provider](#).

## Know what emails to expect

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As your filing progresses, emails will be sent to your inbox and the inbox of anyone you've designated to receive an administrative copy (e.g., paralegal, assistant, etc.). Note that service contacts do not receive all emails from the system that filers receive.

Keep your eyes open for messages with the following subject lines after you've submitted a filing (most actual messages will include case numbers too):

- Notice of Electronic Filing
- Notification of Service for Case
- Courtesy Copy of Service for Case
- Filing Accepted for Case
- Submission Failed for Envelope Number
- Filing Returned for Envelope Number

The Notice of Electronic Filing and Notification of Service emails that you receive will contain a link to the document that was e-filed. You will have access to the document immediately upon e-filing, however the link will initially point to an unstamped document, and then to a stamped document, once processed.



**IMPORTANT!** Orders issued by the court do not go through the e-filing system. Therefore, order notifications are not emailed to service contacts and administrative copies you have designated in the e-filing system.

Orders are issued in the county's case management system. Orders are emailed only to the attorneys of record on the case and only if the county is using e-notices. Which types of orders are emailed varies by county.

If you have questions about getting orders by email, contact the local court.

## E-filing in the Appellate Courts

This section concerns e-filing in the appellate courts only, but topics not covered here are covered in other sections of the guide. You must also read the [Rules of Appellate Procedure](#) or the [Tax Court Rules](#) to understand procedure in the appellate courts.

### Mandatory e-filing

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As of July 1, 2016, **all documents filed by an attorney** in a case already opened in the Indiana Supreme Court, Court of Appeals, or Tax Court must be filed electronically.

If you have good cause to be exempt from this requirement, you must file a motion requesting an exemption in each of your pending cases.

### Due dates

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Electronic filing has no impact on the calculation of due dates.

This is because in the Appellate Rules, the time you have to file in a case includes non-business days—though if a due date falls on a non-business day, it always extends to the next business day. So, just because you can e-file on a non-business day does not mean you have to.

See [Appellate Rules](#) 25, 45, 54, 57 and 63.

### Filing codes and envelopes

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When you e-file, your submission is called an “envelope” and is assigned an envelope number. An envelope may contain multiple filings, and a filing may contain multiple documents. All the documents (i.e., the lead document and attachments) in a filing must match the filing code you assign to the filing.



## Example

If filing an Appearance, the documents uploaded must contain only the contents of the appearance and should be filed under the Appearance filing code. The documents must not also include the contents of, for example, a motion. The motion should be filed under a separate filing code (e.g., Motion).

## List of appellate filing codes

- Additional Authority
- Affidavit
- Answer/Response
- Appearance
- Brief/Appendix/Addendum
- Motion/Petition
- Notice of Exclusion of Confidential Information
- Notice/Acknowledgment
- Petition to Transfer
- Proposed Order
- Service Only
- Trial Court Record

## Common mistakes that lead to Notice of Defect

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Common errors in documents e-filed so far include, **but are not limited to**:

- ✓ Left-justified headers are missing – App. R. 43(H)
- ✓ Pages are numbered incorrectly – App. R. 43(F), App. R. 51(C)
- ✓ Appendix table of contents isn't submitted as a separate volume – App. R. 51(F)
- ✓ Audio or video exhibits improperly included – App. R. 29(B)

You can avoid these mistakes by referring to the [Appellate Rules](#) when formatting documents. The formatting requirements are quite different from those used prior to July 1, 2016.

The sections below on "[Briefs and appendices](#)" and "[Preparing documents to be e-filed](#)" provide you with the basics of formatting, but the Appellate Rules are the definitive guide.

## Briefs and appendices

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You will always divide your appendix document into at least 2 PDF files (2 volumes). Each volume is limited to the lesser of 250 pages or 20 MB.

Volume 1 will **always** be the table of contents for the entire appendix, and it should **never** contain confidential information.

Depending on the number of pages in the entire appendix and the file size, you may only need one additional volume (Volume 2), or you may need more volumes (Volumes 3, 4, 5, etc.). Each volume should begin with a front page on page 1.

You are permitted to file an appellant's appendix on or before the date on which the appellant's brief is filed. But if you file an appendix at the same time you are filing the brief—if file sizes allow—it should be submitted as an attachment or attachments to the brief in the same filing.

- Upload the brief as the lead document with the "Brief/Appendix/Addendum" filing code
- Upload one or more volumes of the appendix as attachments with the same filing code

If the brief and appendix volumes exceed the 35 MB limit of an envelope, the appendix should be submitted in multiple envelopes.

For more information on preparing brief and appendix documents for e-filing, see "[Preparing documents to be e-filed](#)"

## Orders and judgments

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An appealed judgment, opinion or order should be submitted in the **same filing** with its corresponding brief (Appellate Rule 46)

- The brief should be the lead document
- The appealed judgment should be an attachment

In addition, the appealed judgment should be included in the appendix (Appellate Rule 50).

## Transfer petitions

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You may electronically file a petition to transfer with the Court of Appeals or a petition for review with the Tax Court.

The Supreme Court will not open a new case on appeal unless it grants the petition. Until the Court issues an order granting or denying your petition, there will not be a record in the Supreme Court on the online docket. Instead, you'll find the case in the court where you filed the petition (i.e., in the Court of Appeals or Tax Court).

## Number of copies

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The number of copies requirements previously found in Appellate Rule 23(C) have been eliminated. You need to file only one copy of any document regardless of whether the document is e-filed or conventionally filed.

## Confidential information

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Beginning January 1, 2015, in some instances, you will need to file a Notice of Exclusion regarding confidential information in your case that should not be available for public access. See the [Order Amending the Appellate Rules](#), specifically Appellate Rule 23(F) on Confidentiality of Court Records on Appeal and the new Notice of Exclusion forms.

# Preparing documents to be e-filed

## Formatting documents

### All documents must be submitted as PDF

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- **Ideal:** Save or export the source document to PDF format electronically
- **Acceptable:** Scan paper documents to PDF

Unlike scanning a document, exporting to PDF preserves the text of the source document, making it searchable and resulting in smaller file size. Many word processing programs can save a document in PDF format, and there are several free websites that will convert files to PDF.

Scanning should only be used if you do not have an electronic source document. You may also combine a scanned document with an exported document if necessary.

### Fillable PDF forms

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Some documents that you wish to e-file may be available as fillable PDF forms, such as the Self-Service Legal Center's form packets for unrepresented litigants.

While it is possible to save your form entries in a fillable PDF—if you have the right software or the PDF has the right features—you cannot upload a saved fillable PDF to the e-filing system. If you do, one of the following two problems will occur. Either:

- The form entries will be missing, OR
- The form entries will be editable

To prepare a fillable PDF for e-filing, you must print a copy of it to PDF format instead of saving it to PDF format. Instructions on how to print to PDF vary depending on your computer's operating system and your PDF software.

### Scanned PDF requirements

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Use the following settings when scanning

- Resolution of 300 DPI (dots per inch, also PPI or pixels per inch)
- **For black and white:** Scan to PDF or Tagged Image File Format with Group 4 compression (TIFF with G4 compression)
- **When color is essential:** Scan to PDF, JPG or PNG format, 8 bit (bpp or bits per pixel), with lossy data compression

- If scanning to TIFF, JPG, or PNG, convert to PDF before uploading
- Always apply optical character recognition (OCR)

## Ability to view and legibility

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- Every document must be viewable in its entirety with PDF viewing software.
- Corrupt or incomplete files may be rejected, so verify that your files are complete and not corrupted.
- Documents must be readable, including only legible text and viewable images. You are responsible for making sure the scanning process does not diminish the readability of the document.

## Limits on file size

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The e-filing system allows you to submit multiple documents inside a single “envelope.” For example, a motion, a supporting affidavit, and a proposed order can all be submitted as separate documents inside one envelope.

- **25 MB** limit on each document
- **35 MB** total limit on envelope

Filings that exceed these limits cannot be submitted. If a document exceeds 25 mb, you must break it into separate documents with each file clearly labeled in order (“Volume 1 of 3,” “Volume 2 of 3,” etc.) in the comments field.

Note that in the appellate courts, each volume of an appendix to a brief is limited to the lesser of 250 pages or **20 MB**.

## Page size and layout

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Documents you prepare should meet the following specifications:

- 8.5” x 11” page size
- Portrait orientation
- 1” top margin free of text and other markings (except required header)
- Pages in each PDF file numbered consecutively

Documents which you e-file but did not prepare—e.g., a party’s bank statement, utility bill, driver’s license—can be submitted in PDF format at the document’s original page size.

## Appellate Briefs

In appellate briefs only, each page, except for the front page, must have a left-justified header that states the:

- Document name
- Name of the party filing

For example: "Brief of Appellant Joe Smith."

You will always divide your appendix document into at least 2 PDF files (2 volumes). Volume 1 will **always** be the table of contents for the entire appendix. Depending on the number of pages in the entire appendix and the file size, you may only need one additional volume (Volume 2), or you may need more volumes (Volumes 3, 4, 5, etc.). If you reach the 20 MB limit before you reach the 250-page limit you must begin a new volume. Each volume should begin with a front page on page 1, regardless of whether you reach the 250-page limit in the previous volume. See "[Briefs and Appendices](#)" above for more information.

## Prohibited items

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Documents must not contain:

- Encryption, password protection, or other features that limit access
- Unreadable words or images
- Invalid or corrupted tables
- Embedded files
- Any other form of information that cannot be readily viewed in its entirety with PDF viewing software

## Bookmarks and hyperlinks

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Bookmarks help the reader navigate a PDF, so they are welcome, though not required.

You may include hyperlinks in any document, but make sure you:

- ☑ Link only to websites that are public, not requiring registration or subscription
- ☑ Do not use hyperlinks as a substitute for standard citations to law or opinions
- ☑ Display the URL in the text. DO: <http://courts.in.gov> DON'T: [Indiana courts website](#)

## Bullet points and other special characters

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Sometimes special characters in a document don't convert well into PDF format and may cause the document to be rejected. This is unusual and can typically be fixed by tweaking the settings in your PDF software or converting to PDF by another method. The system can process any character that can be typed on a standard English keyboard, including these symbols:

§      ®      ©      ™      ¶      €      £

## File names

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- Must not exceed 50 characters in length

Filings with documents that do not comply may be rejected.

## Non-conforming documents

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Occasionally, it will not be feasible to convert a document to electronic format that complies with the requirements in this section. Before filing these documents, you must electronically file a motion for leave to file them conventionally.

## Signatures

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All e-filed documents must include a person's signature. Sign a document using either:

- A graphic image of a handwritten signature
- An actual signature on a scanned document
- The indicator "/s/" followed by the person's name

A document that is signed and e-filed is subject to the terms and provisions of [Ind. Trial Rule 11](#). You may include the signature of other attorneys in documents e-filed with the court, but in doing so you represent to the court that any such signature is authorized.