

**STATE OF INDIANA – COUNTY OF LAGRANGE  
IN THE LAGRANGE CIRCUIT AND SUPERIOR COURTS**

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**Notice of Proposed New Rule or Amendment(s) to Local Court Rule(s)  
[September 23, 2022]**

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In accordance with Trial Rule 81 of the Indiana Court Rules, the LaGrange Circuit and Superior Courts hereby give notice to the bar and the public that the Courts propose to amend the Local Rule(s) on September 23, 2022 for the courts of record of LaGrange County, effective January 1, 2023.

All new text is shown by underlining and deleted text is shown by ~~striketrough~~. Supreme Court approval is required for certain Local Rules and may not take effect until approved by the Supreme Court.

Notice has been given to the public by posting on the website of the LaGrange County Clerk and at the Indiana Judiciary webpage for Local Rules (<https://www.in.gov/courts/publications/local-rules/>), and by furnishing a copy to the officers of the LaGrange County Bar Association. A paper copy of the proposed amended local rule(s) will be made available for viewing in the office of the Clerk of LaGrange County, 105 N. Detroit Street, LaGrange, IN 46761, during normal business hours.

The time period for the bar and the public to comment shall begin on September 23, 2022, and shall close on October 24, 2022. The proposed amendments to the rule will be adopted, modified or rejected before November 30, 2022, and, if required, the final version of the rule will be submitted to the Indiana Supreme Court for review and approval not later than December 1, 2022.

Comments by the bar and the public should be made in writing to:

Hon. Lisa M. Bowen-Slaven, Judge of the LaGrange Superior Court, Attn: Public Comment on Local Rules, LaGrange County Courthouse, 105 N. Detroit Street, LaGrange, IN 46761, or via email to [lcsuperior@lagrangecounty.org](mailto:lcsuperior@lagrangecounty.org).

DATED this 19th day of September, 2022 on behalf of the Judges of LaGrange County.

\_\_\_\_\_/S/  
Lisa M. Bowen-Slaven, Judge  
LaGrange Superior Court

**LAGRANGE SUPERIOR AND CIRCUIT COURTS  
LOCAL RULES OF PRACTICE**

**Updated January 1st, 2023**

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## **LR44-TR 00-1          Scope of Rules**

Except as otherwise provided, these rules govern the procedure and practice in all cases, including criminal, civil, and juvenile, filed or pending in the LaGrange Superior and Circuit Courts.

## **LR44-TR 3.1-2          Withdrawal of Appearance by Counsel**

- (A) Written motion and compliance with T.R. 3.1. Permission to withdraw an appearance by counsel shall be requested by written motion. Permission to withdraw shall be given only after the petitioning attorney has complied with the requirements of T.R. 3.1 (E), including a certification of the last known address and telephone number of the party, subject to the confidentiality requirements of T.R. 3.1.
- (B) Motions filed prior to the appearance of other counsel: Permission to withdraw shall be given only after the petitioning attorney has given his/her client at least 10 days written notice of the intent to withdraw. A copy of the written notice shall be attached to the petition to withdraw. The written notice to the client shall explain the possible effects of failure to secure new counsel and shall set forth any hearing or trial dates and any pleading, discovery or other pre-trial deadlines.
- (C) Motions filed subsequent to the appearance of other counsel: Motions to withdraw an appearance filed subsequent to the proper appearance of other counsel shall constitute a waiver of the requirements of paragraph (B) of this rule.
- (D) Criminal cases; withdrawal due to defendant's failure to fulfill an obligation with respect to counsel's fee: The requirements of paragraphs (A), (B) and (C) of this local rule are in addition to the requirements and provisions of I.C. 35-36-8-2 in criminal cases. Absent circumstances as set forth in I.C. 35-36-8-2(b), no attorney in a criminal case should expect permission to withdraw the attorney's appearance within thirty (30) days of, and at any time after, the omnibus date.

**LR44-TR 5-3****Service and filing of pleadings; court office mailboxes; submission of proposed orders**

- (A) Service at mail slot in offices of the Clerk: Any attorney choosing to use the mail slots made available in the offices of the Clerk shall be considered to have designated that attorney's mail slot as a suitable place for delivery and service of pleadings pursuant to T.R. 5(B) (d).
- (B) Pleadings, document and other papers: Unless otherwise permitted by these rules or authorized by the judicial officer assigned to a particular case, filing must be electronic using the appropriate E-Filing Service Provider certified to participate in Indiana E-Filing System (IEFS). All motions, petitions, and requests for action by the Court shall be accompanied by an original proposed order.
  - (1) Non-electronic filings must include sufficient copies for each and every party required to receive notice, and an extra copy for the Court.

**LR44-TR 53.5-4****Continuances**

- (A) Written notices: A Motion for Continuance, unless made on record during the hearing of the cause or otherwise specifically authorized by the Court, shall be in writing and signed. Such motion shall comply in all respects with T.R.53.5 of the Indiana rules of Trial Procedure.
- (B) Scheduling conflicts: A Motion for Continuance based on a scheduling conflict with another cause shall specify the Court, the case name, the cause number, the date the hearings or trials in both cases was set, and the type of conflicting hearing or trial.
- (C) Duty to confer: Before requesting a continuance, the moving party shall confer with counsel for all other parties and with any parties appearing pro se, to determine any objections and to ascertain dates for rescheduling when all parties are available. Such objections and alternative dates shall be reported in the motion for continuance.

**LR44-TR 69-5****Procedure for Proceeding Supplemental**

Unless the participation of the Judge or Magistrate in the hearing is specifically requested by the judgment holder or judgment debtor, the hearing on a Proceeding Supplemental will be conducted informally by the parties, without the presence of the Judge or Magistrate. Proceeding Supplemental hearing with the Judge will be conducted in the courtroom, but unless record is requested by any party, the Proceeding Supplemental hearing will not be on record. The hearings will be scheduled by the Court. Counsel shall inform court staff of the result of the Proceeding Supplemental.

**LR44-TR 00-6****Termination of Counsel's Representation in Dissolution of Marriage Actions**

- (A) Unless otherwise indicated by counsel, upon the entry of a final decree of dissolution of marriage, legal separation or paternity, or and order of permanent modification of any custody, visitation and/or child support order, the representative capacity of all attorneys appearing on behalf of any party shall be deemed terminated upon:
  - 1. An order of withdrawal granted in accordance with the Local Rules of Practice of the LaGrange Superior and Circuit Courts; or
  - 2. The expiration of time within which an appeal of the Order may be preserved or perfected pursuant to the Indiana Rules of Trial Procedures and/or the Indiana Rules of Appellate Procedure; or
  - 3. The conclusion of any appeal of the Order commenced pursuant to Indiana Rules of Trial Procedure and/or the Indiana Rules of Appellate Procedure.
- (B) Counsel for initiating and responding parties shall be required to file a new appearance in any post dissolution action.
- (C) The service of any post dissolution pleadings upon any party not represented by counsel pursuant to this local rule shall be made upon that person pursuant to the Indiana Rules of Trial Procedure.
- (D) Any copy served upon original counsel will be deemed to be a matter of professional courtesy only.

**LR44-TR 00-7****Bond Schedule and Conditions of Posting Bond in Criminal Cases**

- (A) Bond schedule: Unless otherwise ordered by the Court, individuals arrested and taken into custody will be allowed to post bond prior to their initial hearing in accordance with the attached bond schedule and subject to the conditions and time frames set forth in the schedule.
- (B) No contact as a condition of bond on crimes of violence: Unless otherwise ordered by the Court, it shall be a condition of pretrial release and bond for any individual arrested for a felony offense involving either violence against an individual or a threat of violence against an individual, including but not limited to domestic violence, that the person bonding be prohibited from having any contact whatsoever, directly or indirectly, with the alleged victim of the crime and that the person bonding be prohibited from possessing any firearms or deadly weapons.
- (C) Time for posting bond: Unless otherwise ordered by the Court, or reasonably required by the LaGrange County Sheriff, individuals shall be entitled to post bond as soon as practical following arrest and processing except:

1. Individuals who are under the influence of alcohol, drugs or controlled substances. In accordance with the State statutes and the policy of the LaGrange County Sheriff, any individual reasonably believed to be under any influence of alcohol, drugs or controlled substances when arrested may be detained without bond until he or she is no longer under the influence.
2. Family Violence:  
Anyone arrested for an offense involving family violence (as defined in I.C. 34-6-2-34.5 to include attempting, threatening or causing physical harm to another family or household member, placing a family or household member in fear of physical harm, or causing a family or household member to involuntarily engage in sexual activity by force, threat of force, or duress) shall not be allowed to post bond until the earlier of his/her initial hearing or 24 hours after arrest. The Court finds this “cooling off” period is needed because of the unique nature of family violence, which often involves high emotions between individuals who live in close physical proximity.

## **Bond Schedule**

The following is the Standard Bond Schedule for criminal defendants. It is understood that the amounts shown are presumptively reasonable bail amounts for the grade of offense indicated in those instances where arrest occurs without a warrant, or where no bond is endorsed on the warrant. The judge may, in any given case, fix a higher or lower bond when issuing a warrant or at a probable cause or initial hearing.

(A) This rule supersedes all prior bail orders and schedules issued by the LaGrange Circuit Court and LaGrange Superior Court.

(B) The following bail schedule determines the presumptively reasonable bail that shall be imposed the schedule does not apply when bond is otherwise set by the court.

### **OFFENSE**

Murder  
A, Level 1 or Level 2 Felony  
B, Level 3 Felony  
Level 4 Felony  
C, Level 5 Felony  
D, Level 6 Felony  
Misdemeanor  
Manufacture or Sale of Controlled Substances  
Battery – regardless of level of offense and crimes Alleged to have been committed by violence or force or threat of force, to include Criminal Confinement, Intimidation and Invasion of Privacy  
Probation Violations  
Any Offense Allegedly Committed while having other charges or Probation Violations pending

### **AMOUNT OF BOND**

No Bond  
Set by the Court at Initial Hearing  
\$75,000.00  
\$30,000.00  
\$10,000.00  
\$4,000.00  
\$2,000.00  
Set by the Court at Initial Hearing  
Set by the Court at Initial Hearing  
Set by the Court at Initial Hearing  
Set by the Court at Initial Hearing

*(As amended effective January 1, 2023)*

(C) Bail may be posted in any of the following ways:

1. depositing cash or securities in an amount equal to the bail; or
2. Executing a bail bond with sufficient solvent sureties as required by Indiana Code 35-33-8; or
3. Executing a bond approved by the Court secured by real estate located in LaGrange County, Indiana, where the true cash value as determined by the LaGrange County Assessor for tax purposes, less encumbrance, is at least equal to two (2) times the amount of bail; or
4. Providing any other bond or surety as may be approved by the Court.

(D) Notwithstanding Subsection (C) above, if the Defendant is:

1. Charged with a Class D Felony, Level 6 Felony, or a Misdemeanor;
2. Arrested without a warrant;
3. A resident of the State of Indiana; and is
4. Not charged with a crime of violence involving personal injury or the use of a firearm,

then bail for the Class D Felony, Level 6 Felony, or Misdemeanor may also be posted by depositing ten percent (10%) of the amount of the bail with the LaGrange County Clerk or the LaGrange County Sheriff. The Court reserves the right, in its discretion, to approve the posting of ten percent (10%) cash bail in all cases.

(E) Bail for individuals arrested without a warrant shall be determined by the bail for the highest count charged. Bail shall not be required for additional counts of equal or lesser potential punishment.

(F) Any cash bail posed shall be posted in the Defendant's name only and shall be considered the personal asset of the Defendant. Cash bail may be applied toward LaGrange County Court Services fees, probation user's fees, restitution, public defender fees, jail reimbursement, fines, costs, extradition fees, and any other lawful amounts as determined by the Court. The remainder shall be released to the Defendant when the personal appearance bond is released. The Sheriff shall advise any individual seeking to post cash bail for a Defendant of these conditions; however, failure to so advise shall not constitute a waiver of these conditions.

(G) In addition to any cash bail posted, all applicable statutory fees shall be added to the amount of bail and are not included in the amount listed above.

(H) Individuals arrested without a warrant for a Class D Felony, Level 6 Felony, or a Misdemeanor may post bail according to this bail schedule.

(I) All individuals arrested without a warrant shall be brought before the Court on the day of arrest if the Court is in session and the person is booked in the LaGrange County Jail prior to 1:00 p.m. or on the next day the court is in session following the arrest.

- (J) No individual shall be released or brought before the Court while intoxicated.
- (K) Juveniles (individuals under 18 years of age) shall not be held to bail and shall be released to the recognizance of a parent or guardian, unless the crime charged is one listed in I.C. 31-30-1-4 or by further Order of the Court.
- (L) The arresting officer or the prosecuting attorney may seek a deviation from the schedule in the event of extenuating circumstances.
- (M) The minimum bond for a non-resident of Indiana, regardless of the level of offense, is \$7,500.00.

*(Amended effective January 1, 2023.)*



STATE OF INDIANA        )  
                                      )SS:  
COUNTY OF LAGRANGE )

IN THE LAGRANGE CIRCUIT COURT  
  
IN THE LAGRANGE SUPERIOR COURT  
CAUSE NO. \_\_\_\_\_

STATE OF INDIANA  
v.

\_\_\_\_\_  
Defendant

**CASH BAIL BOND AGREEMENT**

The above-named Defendant acknowledges himself or herself bound to the State of Indiana in the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

The Defendant agrees to appear before the Court on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_.M. to answer a charge(s) of \_\_\_\_\_

\_\_\_\_\_,  
and from day to day thereafter when ordered by the Court to do so, and abide by the orders of the Court until this cause is determined.

If the Defendant fails to appear as required or is convicted, the Court may retain all or a part of the cash or securities paid by the Defendant to pay fines, costs, fees, restitution, publicly paid costs of representation, costs of extradition, and the fees required by Ind. Code § 35-33-8-3.2(d). Additionally, if the Defendant fails to appear as required, the Court may order the forfeiture of the full amount of the bail bond and the Court may immediately enter a judgment against the Defendant for the full amount of the bail bond and the Clerk shall record the judgment against the Defendant.

The Defendant and, if applicable, the person posting the cash bail for the Defendant, are notified that pursuant to local court rule all cash bail shall be posted or receipted in the Defendant's name only and shall be considered the personal asset of the Defendant only and **not** the personal property of the person posting the cash bail or who loans the funds to the Defendant so that the cash bail may be posted. Further, if the Defendant fails to appear, the Defendant's deposit may be forfeited under Ind. Code § 35-33-8-7 or may be retained under Ind. Code § 35-33-8-3.2(b).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Defendant's Signature

**LR44-TR 00-8****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, and all judicial personnel.
- C. No person shall bring food or beverage into any courtroom without the prior approval of the judge of that court.
- D. No cell phones, pagers or any other personal electronic devices shall be allowed to be brought into the Courthouse during regular business hours. This prohibition shall not apply to attorneys, county employees, or individuals exempted from this restriction by express consent of the Judge.

**LR44-AR1-9****Caseload Allocation Plan****A. Criminal, Infraction and Ordinance Violation Cases**

Criminal cases shall be filed pursuant to LR44-CR2.2-10. All infraction and ordinance violation cases shall be assigned to the Superior Court.

**B. Probate and Related Cases**

Estate, Guardianship, and Trust cases shall be assigned to the LaGrange Circuit Court. Adoption cases shall be equally divided between the LaGrange Circuit and Superior Courts.

**C. Juvenile Cases**

All juvenile cases including paternity cases shall be assigned to the LaGrange Circuit Court.

**D. Small Claims Cases and Evictions under EV cause numbers.**

All small claims and evictions under EV cause numbers shall be assigned to the LaGrange Superior Court.

**E. Reciprocal Support Cases**

All reciprocal support cases shall be assigned to the LaGrange Circuit Court.

**F. All Other Civil Case Types**

Cases other than those mentioned in the preceding paragraphs may be filed in either Circuit Court or Superior Court, at the discretion of the filing party. However, nothing in this rule shall prohibit a judge of said Court from transferring a case from that Court to the other as allowed by statute, or rule of trial procedure, or to ensure an even distribution of judicial workload between the courts of record in the county.

**G. Sitting as Judge**

A Judge of a Court in LaGrange County may sit as Judge of all other Courts in LaGrange County in any manner, as if the elected Judge of that Court, with the consent of the Judge of that Court.

**H. Re-filed Cases**

Except when a change of venue is necessary, whenever a case is dismissed by action of the originating party, the case, if re-filed, must be assigned to the same court that received the original case.

## **I. Caseload Review**

The Judges of the LaGrange Circuit and Superior Court shall meet during the months of July and January, of each year to review the caseloads of the Courts. They shall, at those meetings, make and transfer of cases which they deem necessary to provide for the more expeditious handling of cases in LaGrange County and to help to alleviate any disparity in the Courts' caseload. Further, the Judges shall meet to discuss caseloads and make transfers at such other times as either Judge may deem necessary.

*(As amended effective January 1, 2023)*

### **LR43- CR00-1 Criminal Discovery (Automatic)**

In all criminal felony and misdemeanor cases, the reciprocal pretrial discovery shall be available to both the State of Indiana and the Defendant, without formal written request filed with, or Order issued by, the Court, as follows:

#### **(A) State's Required Disclosure**

The State shall disclose to the Defense the following material and information within its possession or control on or before thirty (30) days from the date of initial hearing of the Defendant:

- (1) The names and last known addresses of persons whom the State may call as witnesses, together with their relevant written or recorded statements, memoranda containing substantially verbatim reports of their oral statements and a list of memoranda reporting or summarizing their oral statements.

  - a. The State may refrain from disclosing if there is a good faith belief that the disclosure of the witness' address may jeopardize the safety of the witness and the witness' immediate family. If the State does not disclose the witness' address the State shall make the witness available for deposition or interview by defense counsel upon reasonable notice. Counsel shall reasonably attempt to resolve disputes that arise from this rule before seeking court intervention.
- (2) Any written or recorded statements and the substance of any oral statements made by the accused or by a co-defendant(s), and a list of witnesses to the making and acknowledgment of such statements.
- (3) A transcript of those portions of grand jury minutes containing testimony of persons whom the prosecuting attorney may call as witnesses at the hearing or trial, as designated by the defense after listening to the recording of the testimony.
- (4) Any reports or statements of experts, made in connection with the particular case, including the results of physical or mental examinations and of scientific tests, experiments or comparisons.
- (5) Any books, papers, documents, photographs or tangible objects which the prosecuting attorney intends to use in the hearing or trial or which were obtained from or belong to the accused.
- (6) Any record of prior criminal convictions which may be used for impeachment of the persons whom the State intends to call as witnesses at the hearing or trial.

- (7) Any evidence which tends to negate the guilt of the accused as to the offense charged or which would tend to mitigate the accused's punishment.
- (8) Any evidence pertaining to Evidence Rule 404(b). The State may comply with this Order (1) in any manner it and the Defense agree to, or (2) by notifying defense counsel that material and information, described in general terms, may be inspected, obtained, tested, copied, or photographed at specified reasonable times and places.

**(B) Defendant's Required Disclosure**

The Defense shall disclose to the State the following material and information within its possession or control on or before omnibus date.

- (1) The names and addresses of persons whom the Defendant may call as witnesses.
- (2) Any books, papers, documents, photographs, or tangible objects which are intended to be used at a hearing or trial.
- (3) Any medical or scientific reports relating to the Defendant or Defendant's evidence which may be used at a hearing or trial.
- (4) Any defenses, procedural or substantive, which the Defendant intends to make at a hearing or a trial.

**(C) Objections to Discovery Order**

Any objections to the discovery order must be filed within fourteen (14) days prior to omnibus date.

**(D) Certificate of Compliance Required, Deadline**

The State and the Defendant shall file with the Court Certificate of Compliance with the Order on or before pretrial conference.

**(E) Continuing Discovery Required**

- (1) Discovery is a continuing order through trial. Each party shall promptly provide any new material for which disclosure is required under this rule.
- (2) No written motion is required except to compel discovery, for a protective order, or for an extension of time.
- (3) A Court may make more specific orders for additional discovery after a hearing on any appropriate motion filed by either party.

**(F) Sanctions**

Failure of either side to comply with this Order within fourteen (14) days before trial may result in exclusion of evidence at trial or other appropriate sanction. (As amended effective January 1, 2023)

**LR44-CR2.2-10 Criminal Case Assignment**

**A. Initial Case Assignment.**

(1) All cases arising under Indiana Code Title 9, or in the instance of cases containing multiple counts, where any of the counts arises under Indiana Code Title 9, shall be filed in the LaGrange Superior Court.

(2) All cases arising under Indiana Code 35-46-1-5 shall be filed in the LaGrange Circuit Court.

(3) Where a conflict of interest exists, or other good cause is shown, the presiding judge of either court may permit the filing of that case so as to avoid the conflict.

(4) All other criminal cases shall be filed first with the Clerk of the Court. The Clerk shall docket cases with each court by using a system of “lot” or random selection while ensuring that an equal division of the felony and misdemeanor cases exist between the Courts.

(5) In the event a cause is dismissed, it may later be re-filed in the same court.

**LR44-CR2.2-11 Criminal Case Reassignment**

A. Pursuant to Ind. Criminal Rule 2.2(D) and Ind. Criminal Rule 13(C), in the event a change of judge is granted, or a disqualification or recusal is entered, the case shall be reassigned as follows:

(1) Circuit Court: When it becomes necessary to assign another Judge in any felony or misdemeanor proceeding in the LaGrange Circuit Court, the case shall be reassigned to the LaGrange Superior Court.

(2) Superior Court: When it becomes necessary to assign another Judge in any felony or misdemeanor proceeding in the LaGrange Superior Court, the case shall be reassigned to the LaGrange Circuit Court.

(3) Alternative: In the event a reassignment cannot be accomplished pursuant to the rules set forth above, then the Clerk shall appoint an eligible Judge. The successor Judge shall be assigned by the Clerk from a list of the full-time judicial officers from contiguous counties and counties within the administrative district (LaGrange, Noble, Steuben and DeKalb Counties) and Senior Judges.

B. Pursuant to Ind. Criminal Rule 13(D), in the event that the case is not transferred as provided for herein, such case shall be certified to the Indiana Supreme Court for the appointment of a Special Judge. In the event the Judge presiding in a felony or misdemeanor case concludes that the unique circumstances presented in such proceeding require appointment by the Indiana Supreme Court of a Special Judge, this presiding Judge may certify the case to the Indiana Supreme Court for the appointment of a Special Judge.

## LR44-TR79-12

## Special Judge Assignment in Civil Cases

In the absence of an agreement as to a particular special judge under Trial Rule 79 (D), the clerk of the court shall select a special judge (on a rotating basis) from an alphabetical list of judges or magistrates eligible under Trial Rule 79(J) from counties within the Judicial Administrative District of which LaGrange County is a member.

In cases in which no judge is eligible to serve as special judge or the particular circumstance of a case warrants selection of a special judge by the Indiana Supreme Court, the regular sitting judge may certify the case to the Supreme Court for appointment of a special judge.

*(Amended effective December 2, 2013)*

## LR44-AR 15-13

## Court Reporters

Court reporter services shall be governed by the following rules:

- A. **Definitions.** The following definitions shall apply under this local rule:
1. **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 the record.
  2. **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.
  3. **Work Space** means that portions 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.
  4. **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.
  5. **Recording** means the electronic, mechanical, stenographic or other recording made as required by Indiana Rule of Trial Procedure 74.
  6. **Regular hours worked** means those hours which the court is regularly scheduled to work during any given 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.
  7. **Gap hours worked** means those hours worked that are in excess of the regular hours worked but hours not in excess of forty (40) hours per work week.

8. **Overtime hours worked** means those hours worked in excess of forty (40) hours per work week.
9. **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.
10. **Court** means the particular court of which the court reporter performs services. Court may also mean all of the courts in **LaGrange** County.
11. **County indigent transcript** means a transcript that is paid for from county funds and is for the use of behalf of a litigant who has been declared indigent by a court.
12. **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.
13. **Private transcript** means a transcript, including but not limited to a deposition transcript that is paid for by a private party.

#### **Salaries and Per Page Fees.**

1. Court Reporters shall be paid an annual salary for time spent working under the control, directions 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.
2. The maximum per page fee a court reporter may charge for the preparation of a county indigent transcript shall be \$4.50; the court reporter shall submit a claim directly to the county for the preparation of any county indigent transcripts. Expedited transcript requests shall be charged no less than \$7.00 per page, where the transcript must be prepared within five (5) working days.
3. The maximum per page fee a court reporter may charge for the preparation of a state indigent transcript shall be \$4.50.
4. The maximum per page fee a court reporter may charge for the preparation of a private transcript shall be \$4.50. If a party requests a copy of the transcript, the fee per page shall be in the amount charged for copies by the Clerk of that Court.
5. Each court reporter shall report, at least on an annual basis, all transcript fees received for the preparation of county indigent, state indigent or private transcripts to the Indiana Supreme Court Division of State Court Administration. The reporting shall be made on forms prescribed by the Division of State Court Administration.
6. No transcripts shall be prepared during the Court Reporters' regular hours or gap hours.

### **Private Practice.**

1. 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:
  - a. The reasonable market rate for the use of the equipment, work space and supplies;
  - b. The method by which records are to be kept for the use of equipment, work space and supplies; and
  - c. The method by which the court reporter is to reimburse the court for the use of the equipment, work space and supplies.
2. If a court reporter elects to engage in 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.

*(Amended effective June 15, 2016)*



## **Local Rules Relating to Miscellaneous Administrative Procedures**

### **LR44-AR 00-14                      Removal of files**

No Court files may be removed from the Courthouse by any attorney or employee or agent of any attorney. The files may be signed for and examined in the Courthouse, or in the library of the Circuit Court, after having duly been authorized through the offices of the Clerk or the Courts.

After a case is decided and no appeals are taken, or after all appeals are completed, the Court Reporter for that Court may give notice in writing to the party introducing the exhibit providing a time within which the exhibit shall be removed from the custody of the Court Reporter. If the party notified does not recover the exhibit within the time stated, the Court Reporter may properly dispose of the same in any reasonable manner deemed appropriate by the Court Reporter.

### **LR44-FL 00-15                      Local Rules Relating to Dissolution of Marriage**

1. There shall be filed in each dissolution of marriage preceding a Statement of Assets and Liabilities which shall be on forms substantially similar to the attached forms.
2. In the event that the parties cannot agree on assets, values, debts and/or the proposed distribution, they shall note on the statement the areas of disagreement and each party's position.
3. The statement shall be filed at the earlier of the final pre-trial conference or fourteen (14) days before the final hearing.
4. Statements of assets and liabilities shall not be required in those cases where the parties have executed a property settlement agreement prior to the deadlines fixed in paragraph C, nor in pro-se dissolution cases where the parties have no children and have made a division of their assets.
5. In cases where the custody of minor children are involved unless otherwise approved each party shall attend and show proof of completion a parenting class before a final hearing shall be held, or a settlement agreement shall be approved

**IN RE: THE MARRIAGE OF:** \_\_\_\_\_  
**CAUSE NO:** \_\_\_\_\_

## Statement of Assets and Liabilities

[illegible]

## Liabilities of the Parties

[illegible]

	Husband	Wife
Total Value of Property		
Total Debts		
Net Value		
Proposed Equalization Judgement	Husband to Wife:	Wife to Husband:

SIGNATURE(S)

\_\_\_\_\_  
PETITIONER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESPONDENT

\_\_\_\_\_  
DATE

SO ORDERED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
Lisa M. Bowen-Slaven, Judge  
LaGrange Superior Court

\_\_\_\_\_  
**William R. Walz IV, Judge**  
LaGrange Circuit Court

**LR44-JR 4-16****Procedure for Summoning Jurors**

- (A) In accordance with Rule 4(b) of the Indiana Jury Rules, the Courts of LaGrange County hereby select the two tier notice and summons options, which permits the Jury Administrator to send the jury qualification form and notice first, and the summons to prospective jurors at least one week before service.
- (B) The Judges of the Courts of LaGrange County hereby appoint and designate the Clerk of the LaGrange Circuit Court to act as the Jury Administrator.
- (C) The Jury Administrator shall perform the duties prescribed under the Indiana Jury Rules.
- (D) The pool of jurors is to serve as a Jury pool for the Circuit and Superior Courts in LaGrange County.
- (E) As set forth in Rule 4, not later than seven (7) days after the date of drawing the names from the master list, the Jury Administrator shall mail to each person whose name is drawn a jury qualification form and a questionnaire to be completed by each prospective juror.
- (F) Further, as set forth in Rule 4, upon order of any Court, the Jury Administrator shall summon prospective jurors for service.

**LR 44-AR00-17****LaGrange County Court Drug and Alcohol  
Program-Schedule of Fees**

The following fees will be assessed for participants in the Alcohol and Drug Program:

<b>Program fee</b>	<b>\$350.00</b>
<b>Administrative fee</b>	<b>50.00</b>

## **LR 44- AR00-18 Court Building Security Order**

Ind. Administrative Rule 19 requires “(e)ach 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. Ind. Code § 35-47-11.1-4(5) creates an exception to general rule prohibiting a political subdivision from regulating the possession and carrying of firearms, etc.

The Judges of the LaGrange Circuit and Superior Courts (“the Courts”); in order to comply with the requirements of Admin. R. 19 and to provide for the orderly operation of the Courts, the safety of the public, the litigants, the witnesses, and the court staff; the Judges of the Courts have promulgated this local court rule:

1. Anyone entering the locations listed below (collectively “the courtroom buildings”) must consent to a search of their person, including any package, briefcase, or purse:
  - (a) the LaGrange County Courthouse;
  - (b) the LaGrange County Probation Department;
  - (c) any other location where a judicial officer of any of the Courts maintains an office;
  - (d) any other location where a judicial officer conducts court proceedings.
2. If a courtroom building 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 building is prohibited from having any of the following in his or her possession while in the courtroom building:
  - (a) a loaded or unloaded firearm;
  - (b) a weapon, device, taser (as defined in Ind. Code § 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 court ordinarily be used, is readily capable of causing serious bodily injury; or
  - (c) a cell phone, camera, or other electronic device.
4. Anyone refusing to comply with this Order is to be denied entrance to the courtroom buildings.
5. Anyone violating this Order may be found to be:
  - (a) in direct contempt of court under I.C. §34-47-2, if the violation is willful and occurs in the presence of a judicial officer; or
  - (b) in indirect contempt of court under I.C. § 34-47-3, if the violation is willful and occurs out of the presence of a judicial officer.
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 pursuant to I.C. § 11-13-1-1;
  - (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 at least one (1) full-time judicial officer of the Courts shall be exempt until at least one (1) full-time judicial offer of the Courts withdraw the exemption. The judicial officers are to promptly provide the LaGrange 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 in effect at any given time.

This Court Building Security Order was adopted in accordance with the requirements of Ind. Trial Rule 81. Notice was given as required by T.R. 81(B). The order, as adopted, has been placed in the Record of Judgments and Orders in the Office of the Clerk of the LaGrange Circuit Court. The order became effective on *September 24, 2017*.

**LR 44-AR00-19      LaGrange County Drug Court Schedule of Fees**

The following fees will be assessed for participants in the LaGrange County Drug Court:

Initial Fee	\$100.00
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Monthly Fee	\$ 50.00
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*(Adopted effective September 24, 2017)*