

In the
Indiana Supreme Court



CAUSE NUMBER: 94S00-1501-MS-22

ORDER AMENDING INDIANA ADMINISTRATIVE RULES

Under the authority vested in this Court to provide by rule for the procedure employed in all courts of this state and this Court's inherent authority to supervise the administration of all courts of this state, Administrative Rules 1(B)(4), 6(H)(3), and 8 (B), are amended as follows (deletions shown by ~~striking~~ and new text shown by underlining):

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Rule 1. Preparation and Filing of Statistical Reports

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(B) Quarterly Case Status Reports.

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(4) The method of assigning case numbers set out below is intended for all purposes, including court costs, but it does not affect the court's ability to waive multiple court costs in selected cases or to try related cases as one.

...

(d) Guardianship Cases. The clerk shall assign a separate case number to each individual, adult or juvenile, who is subject to an application to establish a Guardianship - GU case. Each guardianship case number shall be counted as a case on the court's quarterly case status report. Notwithstanding the separate case number requirement set forth above, in situations in which a guardianship is sought for two (2) or more minors or incapacitated persons who are children of a common parent, parent and child, or husband and wife, only a single probate filing fee shall be charged as provided by I.C. 29-3-5-6 and the applications may be joined for hearing.

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Rule 6. Court Case Records Media Storage Standards

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(H) Digital Imaging Standards

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(3) *Permanency.* The following standards on permanency shall apply for digital imaging: Storage and quality control standards apply only to Digital Masters and not to digital duplicates.

(a) Digital imaging systems will be built from hardware and software components that are nonproprietary and are based upon open systems architecture.

(b) Digital imaging systems will use the Digital Imaging File Format known as TIFF Group 4 digital imaging file format meeting ISO Standard 12639:2004, (or as updated or superseded.)

(c) ~~Data will be scanned using SCSI [small computer system interface] command “write and verify.”~~ (Deleted eff. July 1, 2015)

(d) System upgrades will provide backward compatibility to existing system or digital data will be converted to the upgrade at the time of such upgrade.

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Rule 8. Uniform Case Numbering System

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(B) Numbering System. The uniform case numbering system shall consist of four groups of characters arranged in a manner to identify the court, the year/month of filing, the case type and the filing sequence. The following is an example of the case number to be employed:

55C01-1101-CF-000123

...

(3) *Case type.* The third group of two characters shall designate the type of proceeding utilizing the following case classification code:

MR-- Murder

CF-- Criminal Felony (New CF case numbers shall not be issued after 12/31/2001. CF cases filed prior to 1/1/2002 shall continue to bear the CF case type designation.)

FA-- Class A Felony (to be used for crimes committed on or before 6/30/2014)

FB-- Class B Felony (to be used for crimes committed on or before 6/30/2014)

FC-- Class C Felony (to be used for crimes committed on or before 6/30/2014)

FD-- Class D Felony (to be used for crimes committed on or before 6/30/2014)

F1-- Level 1 Felony (to be used for crimes committed on or after 7/1/2014)

F2-- Level 2 Felony (to be used for crimes committed on or after 7/1/2014)

F3-- Level 3 Felony (to be used for crimes committed on or after 7/1/2014)

F4-- Level 4 Felony (to be used for crimes committed on or after 7/1/2014)

F5-- Level 5 Felony (to be used for crimes committed on or after 7/1/2014)

F6-- Level 6 Felony (to be used for crimes committed on or after 7/1/2014)

PC-- Post Conviction Relief Petition

CM-- Criminal Misdemeanor

MC-- Miscellaneous Criminal

IF-- Infraction

OV-- Local Ordinance Violation

OE-- Exempted Ordinance Violation

CT-- Civil Tort

CP-- Civil Plenary (New CP case numbers shall not be issued after 12/31/2001. CP cases filed before 1/1/2002 shall continue to bear the CP case type.)

PL-- Civil Plenary (Civil Plenary cases filed after 1/1/2002--All Civil cases except those otherwise specifically designated)

CC-- Civil Collection

MF-- Mortgage Foreclosure

MI-- Miscellaneous (Civil cases other than those specifically identified--i.e. change of name, appointment of appraisers, marriage waivers, etc.)

CB-- court business record--i.e. court orders that refer to non-case matters such as the appointment of judge pro tem, drawing the jury, etc.

RS-- Reciprocal Support

SC-- Small Claim

DR-- Domestic Relation (Includes Dissolution of Marriage, Annulment, and Legal Separation)

MH-- Mental Health

XP-- Expungement Petition (for petitions filed under I.C. 35-38-9)

ES-- Estate, Supervised
EU-- Estate, Unsupervised
EM-- Estate, Miscellaneous
GU-- Guardianship
TR-- Trust
JC-- Juvenile CHINS
JD-- Juvenile Delinquency
JS-- Juvenile Status
JT-- Juvenile Termination of Parental Rights
JP-- Juvenile Paternity
JM-- Juvenile Miscellaneous
PO-- Order of Protection

Separate dockets need not be maintained for each type.

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These amendments shall take effect on July 1, 2015.

DONE at Indianapolis, on March 19th, 2015.

/s/Loretta H. Rush
Loretta H. Rush
Chief Justice of Indiana

All Justices concur.