

**LOCAL RULES OF THE  
WASHINGTON CIRCUIT AND SUPERIOR COURTS**  
*Updated January 1, 2016*

**LR88-CR2.2-1 – CRIMINAL CASE ASSIGNMENT**

All criminal cases containing any of the following counts shall be assigned to the Washington Superior Court

- A. Alcohol Offense
- B. Burglary
- C. Check Deception
- D. Controlled Substance Offense
- E. Conversion
- F. Forgery
- G. Fraud
- H. Non-support of a Dependent
- I. Receiving Stolen Property
- J. Residential Entry
- K. Resisting Law Enforcement
- L. Robbery
- M. Theft
- N. Vehicular Offenses

All other criminal cases and all infractions shall be assigned to the Washington Circuit Court.

*(Amended effective July 1, 2011)*

**LR88-CR2.2-2 – TRANSFER OF CRIMINAL CASES**

The judge of the Washington Circuit or Superior Court may

- A. Direct in writing that a new case may be filed in the other Court, or
- B. By appropriate order entered in the Record of Judgment and Orders, transfer and reassign any pending case to the other Court.

Such transfer or filing is subject to acceptance by the receiving Court.

**LR88-CR2.2-3 – REFILING OF CRIMINAL CASES**

When the State of Indiana dismisses a case and chooses to re-file that case, the case shall be assigned to the court from which the dismissal was taken.

**LR88-CR2.2-4 – REASSIGNMENT OF CRIMINAL  
CASES**

Except as set out in LR88-CR2.2-5, when a motion for change of judge has been granted in a criminal case, and in instances where a judge recuses or is disqualified, a special judge shall be selected as set out in LR88-TR79-6 from the following:

- (1) Crawford Circuit
- (2) Harrison Circuit
- (3) Harrison Superior
- (4) Orange Circuit
- (5) Orange Superior
- (6) Washington Circuit
- (7) Washington Superior
- (8) Senior Judges approved for the requesting Court

**LR88-CR2.2-5 APPOINTMENT OF SPECIAL JUDGE IN CRIMINAL  
CASES BY INDIANA SUPREME COURT**

In the event no judge is available for assignment or reassignment of a felony or misdemeanor case, 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 proceedings require appointment by the Indiana Supreme Court of a special judge, the presiding judge may ask the Indiana Supreme Court to make that appointment.

- A. **Selection of Administrative Judge.** On or before November 1<sup>st</sup> of each year (or as soon thereafter as possible) the Judges of the Circuit and Superior Courts of Washington County shall meet in person or electronically with the presiding judges of Administrative District 24 for the purpose of selecting a judge who is designated as the Administrative Judge. The Administrative Judge shall serve for a period of twelve (12) months, ending December 31, or until a replacement is selected after December 31.
- B. **Section H Appointments.** In the event it becomes necessary to appoint a special judge under Section H of Trial Rule 79 of the Indiana Rules of Trial Procedure or Indiana Rules of Criminal Procedure, the judge before whom the case is pending shall send notice of the need of the appointment of a special judge to the District's administrative judge who shall then make such assignment within five (5) days of receiving said notice.
- C. **Method of Assignment.** The District's administrative judge shall select special judges from a roster of the available judges in the Administrative District. The assignments shall take into account the number of appointments required for each Court and the fact that current rules require that Special Judges in Criminal Cases serve in a contiguous county. The administrative judge shall maintain a record of all assignments and shall issue a summary report of the assignments on a quarterly basis
- D. **Special Considerations.** If the Administrative Judge determines that newly selected Judges would benefit from a policy of "exchanging" cases to avoid excessive travel to multiple courts, assignments may be based upon these special temporary circumstances.
- E. **Roster of Available Judges.** The roster of available judges in Administrative District 24 shall include senior judges as set out below:
- (1) Crawford Circuit
  - (2) Harrison Circuit
  - (3) Harrison Superior
  - (4) Orange Circuit
  - (5) Orange Superior
  - (6) Washington Circuit
  - (7) Washington Superior
  - (8) Senior Judges approved for the requesting Court

**Appointment Order.** Upon selecting a special judge, the administrative judge shall prepare an Order of Appointment and forward said Order to the judge before whom the case is pending who shall then sign and enter the Order of Appointment and forward a copy of the Order to the special judge and the attorneys of record.

F. **Acceptance of Jurisdiction.** The Order of Appointment, when entered by the judge before whom the case is pending, shall constitute acceptance of jurisdiction by the appointed special judge unless the judge is otherwise disqualified, and no special appearance, oath or additional evidence of acceptance shall be required. When one of the sitting Judges of District 24 accepts appointment as Special Judge through a different selection method, such as Supreme Court Appointment, stipulation by parties, or by striking, that Judge may ask the Appointing Judge to add these appointments to the record of assignments and consider such service in making additional appointments.

G. **Form of Order.** The Order of Appointment shall be in the following form:

IN THE \_\_\_\_\_ COURT FOR \_\_\_\_\_ COUNTY

STATE OF INDIANA

(Caption)

ORDER OF APPOINTMENT

Under the provisions of Trial Rule 79(H) of the Indiana Rules of Trial Procedure or the Indiana Rules of Criminal Procedure, the Honorable \_\_\_\_\_ of the \_\_\_\_\_ Court of \_\_\_\_\_ County is hereby appointed to serve as special Judge in the above-captioned case.

SO ORDERED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

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

Assigned this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Administrative District # 24  
Administrative Judge

- H. **Implementation of Rule.** In the event a selected Judge does not accept an appointment to serve as a special Judge under the provisions of section (D), (E) or (F) of Trial Rule 79 of the Indiana Rules of Trial Procedure, the judge before whom the case is pending shall notify the assignment judge of the need for an appointment of a special judge under this local rule.
- I. **Certification to Supreme Court.** If, under the provisions of this rule, no judge is eligible to serve as a special judge in a case, the assignment judge shall notify the judge before whom the case is pending who shall then certify such fact to the Indiana Supreme Court for the appointment of a special Judge. If the judge before whom the case is pending is of the opinion that the particular circumstances of a case warrants selection of a special judge by the Indiana Supreme Court, said judge shall certify such facts to the Indiana Supreme Court for the appointment of a special Judge. Under such circumstance this Rule shall not be implemented unless the Indiana Supreme Court declines to appoint a special Judge.

*(Amended effective July 1, 2011)*

#### **LR88-AR15-7 – IMPLEMENTATION OF ADMINISTRATIVE RULE 15**

The Courts of Washington County, Indiana adopt the following rules for Court Reporters services pursuant to Administrative Rule 15.

1. Each Court Reporter shall be paid an annual salary for time spent working under the control, direction and direct supervision of the Court during any regular work hours, gap hours, or overtime hours.
2. Regular working hours shall be 35 hours per week. Gap hours shall be worked in excess of 35 hours per week. Overtime hours shall be hours worked in excess of 40 hours.
3. That for any gap or overtime hours worked, the Court and Court Reporter shall enter into a written agreement whereby compensation for such work shall be as follows:
  - a. Compensatory time off from regular work hours shall be given in an amount equal to the number of gap hours worked.
  - b. Compensatory time off from regular work hours shall be give in the amount of one and one-half (1½) times the number of overtime hours worked.
4. The Court Reporter shall be compensated at the rate of \$5.00 per page for any county indigent, state indigent or private transcripts prepared. The Court Reporter

shall submit directly to the County a claim for the preparation of the county indigent transcript as other county claims are submitted. If the Court Reporter is required to prepare an expedited transcript, the maximum per page fee shall be \$8.00 where the transcript must be prepared within 24 hours or less and \$6.50 where the transcript must be prepared within 3 working days. Index and Table of Contents will be charged at the same rate as the other pages.

5. A minimum fee of Fifty Dollars (\$50.00) will be charged for transcripts less than ten (10) pages in length.
6. Additional fees shall be added to the cost of the transcript for the following:
  - a. Reasonable cost of office supplies necessary for preparation and binding of the transcript, which shall be determined by the judges and published annually as the "Schedule of Transcript Supplies."
  - b. Labor charge in the sum of the approximate hourly rate of the Court Reporter's annual court compensation for time spent binding the transcript and the exhibit binders.
7. If a transcript is prepared for purposes of appeal, the original paper transcript shall be forwarded to the Clerk upon completion. The Court Reporter is also directed to produce two (2) copies of an electronically formatted transcript, one of which shall become an official record of the Court proceedings and kept in the Court where said proceeding was held, and the other shall be submitted to the Clerk along with the original paper transcript.
8. Any transcript prepared for reasons other than appeal shall be delivered to the requesting party.
9. Each Court Reporter who received income from the preparation of transcripts shall report such amounts, at least annually, to the Indiana Supreme Court Division of State Court Administration, on forms prescribed by such Division.
10. Should any Court Reporter elect to engage in the private business of recording and/or transcribing depositions, they shall do so outside of regular working hours and the Court's equipment, work space and supplies shall not be used for such purposes.

#### **LR88-JR04-8 – JUROR SUMMONING**

Pursuant to Indiana Jury Rule 4, the courts adopt the Single Tier Notice and Summons Procedure for summoning jurors. Accordingly, the jury administrators shall send a summons at the same time the Jury Qualification form and notice is mailed, which shall be at least six weeks before jury service.

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## LR88-AR01-9 - CASELOAD ALLOCATION

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Pursuant to Administrative Rule 1E, the Clerk of the Washington County Circuit and Superior Courts shall assign cases as follows beginning January 1, 2014:

### Superior Court

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Unless filed in Circuit Court at the request of the Plaintiff/Petitioner
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1. All Pro Se Civil matters
2. All Pro Se Dissolutions
3. Criminal Actions INVOLVING:
  - Alcohol, Drugs, Non-Support of Dependents,
  - Fraud, Forgery, Check Deception, Robbery,
  - Burglary, Residential Entry, Conversion, Theft,
  - Receiving Stolen Property, Resisting Law Enforcement,
  - Vehicular Offences
4. Protective Orders involving parties in an existing Superior Court Dissolution or separation case
5. Approximately one half of *pro se* Small Claims cases, assigned by an alternating or other random system to be implemented by the Clerk
6. Attorneys may designate Court in:
  - a. Civil Matters, including Small Claims
  - b. Dissolutions and Separation Actions

### Circuit Court

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1. All Adoptions
2. All Mental Health Matters
3. All Juvenile Matters
4. All Paternity Actions
5. All Infractions, including vehicular
6. All Petitions for Hardship Driver's License
7. All Guardianships and Estates
8. All Mortgage Foreclosure Matters
9. Criminal Actions NOT designated for filing in Superior Court under this Rule
10. All Protective Orders which are not required to be filed in Superior Court
11. Approximately one half of *pro se* Small Claims cases, assigned by an alternating or other random system to be implemented by the Clerk
12. Attorneys may designate Court in:
  - a. Civil Matters, including Small Claims
  - b. Dissolutions and Separation Actions

(Amended effective January 1, 2014)

**LR88-CR01-10 - CONCERNING PRETRIAL RELEASE**

WHEREAS, the Judge of Washington Circuit Court and the Judge of the Washington Superior Court having determined that it would be beneficial to provide a uniform bond schedule for criminal cases filed in each Court, and to further fix by local rule the minimum periods of time of incarceration for persons arrested for drug and alcohol related offenses:

The following uniform bond schedule is hereby adopted by each Court effective on JULY 1, 2014 for arrests **WITHOUT** Warrants:

**1. NO STANDARD BOND**

Although bond may be set at any time by Court Order, there shall be NO standard bond for persons:

A. Accused of committing, attempting, aiding, inducing, conspiring to commit or assisting:

- |                        |  |
|------------------------|--|
| 1. Resisting Arrest    | 7. Rape  |
| 2. Fleeing             | 8. Any offense involving use of a deadly weapon        |
| 3. Escape              | 9. Any offense alleging serious bodily injury or death |
| 4. Battery             | 10. Leaving the scene of an accident                   |
| 5. Invasion of privacy | 11. Intimidation.                                      |
| 6. Murder              |  |

B. On PROBATION, DAY REPORTING PROGRAM, HOME DETENTION or COMMUNITY TRANSITION PROGRAM at time of arrest, or listed as active in the most current reports available to the jail.

C. Free ON ANOTHER BOND at time of arrest.

D. Living OUTSIDE OF INDIANA, or having identification such as a driver's license listing a residence outside of Indiana.

E. On PRETRIAL DIVERSION at the time of arrest.

F. Who REFUSE a Chemical Test under Indiana's Implied Consent Law, currently I.C. 9-30-6.

**2. DRUG OFFENSES**

A PERSON ARRESTED FOR AN OFFENSE INVOLVING THE USE, POSSESSION, OR SALE OF DRUGS SHALL BE DETAINED FOR AT LEAST 24 HOURS BEFORE BOND MAY BE POSTED FOR THE SAFETY OF THE PUBLIC AND THE PERSON ARRESTED.



### **3. PUBLIC INTOXICATION WITHOUT BREATH TEST**

A person arrested for Public Intoxication shall be detained a minimum of FIVE (5) hours if no portable breath test is offered by an officer for the safety of the public and the person arrested.

### **4. GENERAL SCHEDULE OF OTHER CASES**

For bailable offenses (not excluded by paragraph #1), the following bond schedule shall apply:

#### **FELONIES**

##### **CLASS A FELONY**

\$40,000 FULL CASH  
\$1,000 CASH plus \$180,000 SURETY  
\$1,000 CASH plus \$360,000 PROPERTY

##### **CLASS B FELONY**

\$20,000 FULL CASH  
\$1,000 CASH plus \$90,000 SURETY  
\$1,000 CASH plus \$180,000 PROPERTY

##### **CLASS C FELONY**

\$5,000 FULL CASH  
\$1,000 CASH plus \$20,000 SURETY  
\$1,000 CASH plus \$40,000 PROPERTY

##### **CLASS D FELONY**

\$1,500 FULL CASH  
\$1,000 CASH plus \$1,000 SURETY  
\$1,000 CASH plus \$5,000 PROPERTY

##### **LEVEL 1 FELONY**

\$40,000 FULL CASH or  
\$6,000 CASH plus \$140,000 SURETY or  
\$6,000 CASH plus \$280,000 PROPERTY

##### **LEVEL 2 FELONY**

\$30,000 FULL CASH or  
\$5,000 CASH plus \$100,000 SURETY or  
\$5,000 CASH plus \$200,000 PROPERTY

##### **LEVEL 3 FELONY**

\$20,000 FULL CASH or  
\$4,000 CASH plus \$60,000 SURETY or

\$4,000 CASH plus \$120,000 PROPERTY

**LEVEL 4 FELONY**

\$10,000 FULL CASH or  
\$3,000 CASH plus \$20,000 SURETY or  
\$3,000 CASH plus \$40,000 PROPERTY

**LEVEL 5 FELONY**

\$5,000 FULL CASH or  
\$2,000 CASH plus \$5,000 SURETY or  
\$2,000 CASH plus \$10,000 PROPERTY

**LEVEL 6 FELONY**

\$2,000 FULL CASH or  
\$1,000 CASH plus \$1,000 SURETY or  
\$1,000 CASH plus \$5,000 PROPERTY

**MISDEMEANORS**

CLASS A	500 CASH ONLY
CLASS B	400 CASH ONLY
CLASS C	300 CASH ONLY

NO TEN PERCENT (10%) CASH DEPOSIT IS AUTHORIZED ON ANY BOND unless approved by further order of either Court.

**5. FORFEITURE OF BOND**

When permitted by law, bonds may be forfeited for failure of the Defendant to appear.

**6. CASH BONDS KEPT FOR COSTS**

When permitted by law, all or part of a full cash bond may be retained to cover:

- |                                       |  |
|---------------------------------------|--|
| 1. Court appointed attorney fees      | 9. Weed Eradication fee                        |
| 2. Restitution                        | 10. D.A.P.I.C. fee                             |
| 3. Court costs                        | 11. Prosecutor's Drug Investigation fee        |
| 4. Fines                              | 12. Any other cost or fee ordered by the Court |
| 5. Community service work fees        | 13. Destruction of public property.            |
| 6. Alcohol & Drug Users Program fee   |  |
| 7. Alcohol & Drug Countermeasures fee |  |
| 8. Probation Users fee                |  |

## **7. CONDITIONS OF RELEASE**

### **A. Defendant shall**

1. Appear for all hearings as Ordered,
2. Complete and sign a Terms and Conditions for Release on Bond form.

### **B. Defendant shall NOT**

1. Commit any crime,
2. Attempt to commit any crime.
3. Violate any order of the Washington Circuit or Superior Court.
4. Violate any term or condition listed in the Terms and Conditions for Release on Bond form.

## **8. REVOCATION OF BOND**

Bond may be revoked and the Defendant rearrested upon a showing of probable cause to believe that any condition of release has been violated.

## **9. DISTRIBUTION OF THIS RULE**

The sheriff shall make one copy of this rule available to any Defendant or citizen upon request, and without charge.

**10. ALCOHOL RELATED OFFENSES**

	PERCENTAGE BLOOD ALCOHOL LEVEL	HOURS AFTER INITIAL READING IS TAKEN
	.08 or less.....	5
	.09.....	5
	.10.....	5
	.11.....	6
	.12.....	7
	.13.....	8
A person arrested for an alcohol related offense (including P.I., if a portable breath test is offered) shall be detained before bond is posted in accordance with this schedule.	.14.....	9
	.15.....	10
	.16.....	11
	.17.....	12
	.18.....	13
	.19.....	14
	.20.....	15
	.21.....	16
	.22.....	17
	.23.....	18
	.24.....	19
	.25.....	20
	.26.....	21
	.27.....	22
	.28.....	23
	.29.....	24
	.30 and above.....	24
	REFUSAL TO SUBMIT.....	NO BOND UNTIL SET BY COURT

**11. DISCRETION OF JUDGES**

This rule shall NOT limit the discretion of either Court Judge to deny bond or to set different amounts and/or conditions for release on a case by case basis.

## **12. MEDICAL EMERGENCY**

When the Sheriff or his designated Jail Commander determines that

- a. a medical emergency exists which requires a prisoner to be treated outside the jail; and
- b. the prisoner does not present an immediate risk to public safety; and
- c. the Sheriff lacks staffing manpower to provide a full time guard during medical treatment,

then the Sheriff or designated Jail Commander may authorize the release of the prisoner on a medical furlough or upon the prisoner's own recognizance, and notify the Court promptly thereafter of the action. The prisoner must agree in writing (if able) to return on the date and time assigned by the Sheriff and to such conditions (including alcohol and drug testing) as the Sheriff chooses to impose.

## **13. PROOF OF IDENTITY**

No prisoner shall be released until fingerprinted, photographed and has provided proof of identity.

## **LR88-AR19-11 -- COURT BUILDING SECURITY**

Pursuant to Ind. Code 35-47-11.1-4(5) and/or the inherent power of the Judges of Washington Circuit and Superior Court (“the Courts”); in order to provide for the orderly operating 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 Washington County Courthouse (Circuit Court);
  - b. The Washington County Detention Center (Superior Court);
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; or
  - b. A weapon, device, taser (as defined in Ind. Code 35-47-8-3) or electronic stun weapon (as defined by Ind. Code 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 buildings.
5. Anyone violating this Order maybe found to be:
  - a. In direct contempt of court under IC 34-47-2, if the violation occurs in the presence of a judicial officer;
  - b. In direct contempt of court under IC 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 IC 35-31-5-2-185;
  - b. A judicial officer, as defined in IC 35-31.5-2-177.7;
  - c. A probation officer appointed pursuant to IC 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 supervisory judge(s);
  - e. An employee, who works in a courtroom building, who carries a chemical spray device for personal protection; and
  - f. Any other person authorized by the Washington Circuit or Superior Court Judge shall be exempt until either Judge withdraws the exemption. The Judges are to promptly provide the Washington 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 statues cited above may change from time to time. This local rule shall automatically refer to the relevant statues in effect at any given time.

*(Adopted effective on January 1, 2016)*