Morgan County
Circuit and Superior Courts

Local Rules of Practice and Procedure

Effective Date: July 1, 2006 (Amended July 1, 2007)

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LOCAL RULES OF PRACTICE AND PROCEDURE OF THE MORGAN CIRCUIT AND SUPERIOR COURTS

Section I: Civil Rules of Procedure

Scope and Citation of Rules

The following Civil Rules of Procedure shall apply to all cases filed on the docket in the Morgan Circuit And Superior Courts, but shall not apply to Small Claims (SC) cases or Criminal (MR, FA, FB, FC, FD, CM) cases filed in the Morgan Circuit And Superior Courts. Nothing in these rules shall limit the general jurisdiction of any judge of the Morgan Circuit And Superior Courts.

A. Citation. These rules shall be cited as provided in Trial Rule 81. The format for citation shall be: LR55-TR(Rule Number) – (Local Sequence Number).

B. Pleadings Defined. Except as otherwise provided, as used in the rules which follow, the word "pleadings" shall mean and include pleadings, motions, and other papers filed with the Court by any party to any cause.

C. "Judge" Defined. Except as otherwise provided herein, the word "Judge" shall mean: (1) the presiding Judge of any of the Morgan Circuit and Superior Courts; (2) the Magistrate of the Morgan Circuit and Superior Courts; (3) any duly appointed Judge Pro Tempore, Temporary Judge or Senior Judge of the Morgan Circuit and Superior Courts.

Rule LR55-TR3.1-_____. Appearances

1.1 Party Appearing Without an Attorney.

When a party to an action appears without an attorney, the party shall give, and the Clerk shall note on the chronological case summary, the name, mailing address and phone number of the party where notices and communications concerning the cause may be forwarded.

1.2 Address Changes.

It shall be the duty of attorneys who have entered their written appearance and of all parties who are not represented by an attorney, to notify the Court through the Clerk of any change of their mailing addresses and phone numbers. Such notification shall be in writing filed separately for each cause to which the change applies and served upon other parties to each cause or their attorneys of record.

1.3 Procedure for Withdrawal of Appearance.

All withdrawals of appearance shall be in writing and by leave of Court. Permission to withdraw shall be given only after the withdrawing attorney has given his/her client ten (10) days advance written notice of his/her intention to withdraw and has filed a copy of such notice with the Court; or upon a simultaneous or prior entering of appearance by counsel for said client. No request for withdrawal of appearance shall be granted unless the same has been filed with the Court at least twenty (20) days prior to trial date, except for good cause shown.

1.4 Contents of Notice to Withdraw Appearance.

Any notice of intention to withdraw shall include an explanation to the client as follows:

1. the present status of the case;
2. the date or dates of scheduled hearings or other pending matters which require timely action;
3. advice that the provisions in LR55-TR3.1-1.1 and 1.2 apply to the client after withdrawal of counsel; and
4. the necessity that the client act promptly or to secure new counsel.

The motion to withdraw shall include the last known address and phone number of the client(s).

Rule LR55-TR4-___: Service of Process

1.1 Procedure for Service by Mail.

When service by certified or registered mail is requested, the party shall prepare the certification or envelopes, and shall furnish the number of prepared summons, complaints, notices or subpoenas to the Clerk. A certified or registered return receipt request card will be furnished by the party. Upon receipt of the return by the Clerk, the Clerk shall deliver the return receipt to the Court for CCS entry and placement in the case file.

1.2 Certified Mail Notice

When using certified mail to serve notice or establish date of filing, the mailing party shall ensure that the mailing date appears in the postmark on the envelope. When the Clerk of Court receives a certified mail document, the Clerk shall file-mark the contents as of the date it is received, but shall note the postmarked mailing date within the court filemark, and shall attach the original postmark to the filed document.

Rule LR55-TR5-___. Consent to Alternate Service

1.1 Courthouse Boxes.

Any attorney or firm of attorneys with offices in Morgan County may, without charge, maintain an assigned Courthouse box in the office of the Clerk of Morgan County for receipt of notices, pleadings, process, orders, or other communications from the Morgan Circuit and Superior Courts, the Clerk, as to matters with the Morgan Circuit and Superior Courts, and other attorneys and law firms. Such Courthouse boxes shall be assigned only after such attorney or firm of attorneys have filed with the Clerk of the Morgan Circuit and Superior Courts a written consent to Alternate Service. Deposits made in any assigned box of notices, pleadings, process, orders, or other communications made shall be deemed to constitute and be accepted as service equivalent to service by first class mail under Trial Rule 6(E). Consent to Alternate Service under this rule shall remain valid until a revocation in writing has been filed with the Clerk of the Morgan Circuit and Superior Courts, with copies of such revocation delivered to each of the Morgan Circuit and Superior Courts.

1.2 Form of Deposit to Box.

Any papers served under this rule by the Court, Clerk, or other attorneys or firm of attorneys shall be placed in the attorney or firm's assigned courthouse box.

1.3 Index.

An index of those attorneys and firms consenting to alternate service will be located near the boxes. The Clerk of Court shall be responsible for assigning boxes and maintaining a file on consents and of revocations of consents to alternate service.

Rule LR55-TR7-____. Preparation of Pleadings

1.1 Form of Pleadings.

All pleadings shall be in accordance with the provisions of the Indiana Rules of Trial Procedure. Hand written pleadings are discouraged and will only be accepted if legible, subject to the discretion of the Court.

1.2 Motions for Hearing.

All motions requiring a hearing shall include a statement by the moving party of the anticipated time necessary to present evidence and/or oral argument upon said motion.

1.3 Proposed Orders Required.

Prior to entry by the Court of orders granting motions or applications, the moving party or applicant (or his or her attorney) shall furnish the Court with proposed orders. This rule does not apply to judgments entered on jury verdicts or upon a decision announced by the Court, unless the Court directs that a party submit a proposed judgment or order.

1.4 Copies.

All proposed orders submitted to the Court shall be in sufficient number so that in addition to the original and one copy for the Court file, a copy can be furnished to each party. All proposed orders must also be accompanied by pre-addressed envelopes to all parties or their attorneys of record, postage prepaid, unless the attorney consents to alternate service as provided in LR55-TR5.

1.5 Form.

Any proposed order shall be a document that is separate and apart from the motion or application to which it relates and shall contain a caption showing the name of the court and the case number assigned to the case and the title of the case as shown by the complaint. Any judgment shall conform with the requirements of Trial Rule 58. If there are multiple parties, the title may be shortened to include only the first named plaintiff and defendant with appropriate indication that there are additional parties. The proposed order shall be on white paper, 8.5" x 11" in size, and each page shall be numbered. On the last page of the proposed order there shall be a line for the signature of the judge under which shall be typed "Judge, Morgan [Name of Court typed in]", to the left of which shall be the following: "Dated _____". To the left margin, and 1" below the signature line of the Judge, shall be typed the Distribution List for the Order, to include: R.J.O., Court file, Each attorney of record, or any party unrepresented by counsel.

1.6 Motion for Continuance.

Any motion for continuance, unless made during hearing or trial, shall be in writing, state with particularity the grounds therefore, and be verified, with copies of such request served upon opposing counsel (or party, if not represented by counsel) unless the Court directs otherwise. No attorney shall file for a continuance until the attorney has contacted opposing counsel or party to determine the opposing party’s response to such motion, and states the opposing party’s response in the motion.

1.7 Party to Suit Signing Requirement.

After one (1) year from the date of filing of the case, any request for continuance shall be signed by the party on whose behalf the continuance is being requested and that party's attorney.

1.8 Time for Filing.

Motions or Stipulations for Continuance shall be filed within seven (7) days after the cause for continuance or delay is discovered by the party seeking same, stating the reasons for such request. The motion shall be filed no later than seven (7) days before date set, unless the reason therefor is shown by affidavit to have occurred within the seven (7) day period.

Rule LR55-TR10-___. Filing

1.1 Flat Filing.

The files of the Clerk of the Court shall be kept under the "flat filing" system. All documents presented for filing with the Clerk or Court should be flat and unfolded. Only the original of any document shall be placed in the Court file.

Rule LR55-TR16-___. Pre-Trial Procedure

1.1 Attorney Conference.

After the case is at issue, the Court, in its discretion may schedule an Attorney Conference. If an Attorney Conference is scheduled, the parties and attorneys shall be prepared to discuss the following matters with the Court:

(1) A brief statement of the cause of action and issues for trial ;
(2) Jurisdiction of the Court as to subject matter and parties;
(3) Pending and anticipated motions;
(4) Schedule for completion of discovery;
(5) Possibility of settlement and/or Alternative Dispute Resolution of the case;
(6) The reasonably anticipated time necessary to conduct the trial;
(7) Whether a jury trial was timely requested, and the issues triable by a jury;
(8) The number of days advance notice needed by the parties prior to the date of trial; and
(9) Any other matters that would be of assistance to the Court in the scheduling and conduct of the trial.

Failure of the parties or their attorneys to be prepared for the Attorney Conference or to otherwise comply with this rule shall subject such parties or their attorneys to sanctions as provided in Trial Rule 16(K).

1.2 Trial Readiness Certificate.

The Court may require the filing of a Trial Readiness Certificate prior to setting the case for trial. If a Trial Readiness Certificate is required, then the "Certificate of Readiness for Trial," shall include the following minimum information:

(1) The reasonably anticipated time necessary to conduct the trial;
(2) Whether a jury trial was timely requested, and the issues triable by the jury;
(3) The number of days advance notice needed by the parties prior to the date of trial;
(4) Calendar conflicts of counsel for each party to assist the Court in scheduling the jury trial; and
(5) Any other matters that would be of assistance to the Court in the scheduling and conduct of the trial.

Rule LR55-TR26-____. Interrogatories, Request for Production, Request for Admission

1.1 Number.

The number of interrogatories, requests for production, and requests for admission shall be kept within reasonable limits.

1.2. Admissions, Stipulations and Agreements.

Admissions, stipulations and agreements concerning the proceedings in a case will not be enforced, unless submitted in writing and signed by the parties or their counsel.

Rule LR55-TR47-____. Jurors, Examination and Challenges

1.1 Jury Questionnaire.

Completed Jury Questionnaire forms shall be available for inspection by the attorneys (or a party, if not represented by counsel) in the case in which prospective jurors, who have completed such forms may be called, at any time prior to trial, not earlier than seven (7) days prior to trial. Arrangements for such inspection shall be made with the Court Bailiff.

1.2 Voir Dire Examination by Court.

The Court in its discretion may conduct the initial voir dire examination.

1.3 Voir Dire Examination by Counsel.

Following the voir dire examination by the Court, if any, each party, by counsel, shall be permitted an opportunity to conduct voir dire examination. Time limitations for the voir dire examination by the parties may be set by the Court, in its discretion. The questions asked by the parties on voir dire shall be limited to relevant questions bearing upon the qualifications of the prospective jurors not adequately covered by the questions and answers contained in the completed juror questionnaire or the previous questions, if any, posed by the Court or answers thereto. The order of questioning of the prospective jurors will be determined by the Court.

1.4 Peremptory Challenges and Challenges for Cause.

Peremptory challenges shall be submitted by the Plaintiff and Defendant, in writing, at the conclusion of questioning of the jurors in the jury box. Challenges for Cause of a prospective juror must be made when the cause is first discovered by a party, or such challenge may be waived. A juror, once passed, shall not be subject to further peremptory challenge, except in extraordinary circumstances. If prospective jurors are excused, the next available juror, by order of their juror number, shall be seated in the jury box. The process described in this Rule shall be repeated for newly called prospective jurors until the jury has been accepted or all available challenges have been exhausted.

1.5 Multiple Parties.

In case of multiple Plaintiffs or multiple Defendants, the details of the voir dire procedure and the order of questioning will be determined by the Judge before trial.

Rule LR55-TR69-_____. Proceedings Supplemental

1.1 One Year Rule.

Except upon good cause shown, no proceedings supplemental may remain pending for more than one (1) year from the date of its filing. At the end of said one (1) year period, said proceedings supplemental shall be dismissed. Except for good cause shown, no judgment creditor may file more than four (4) proceedings supplemental per year against any individual judgment debtor in a given case.

1.2 Bank Interrogatories.

Except by order of the Court *for good cause shown*, judgment creditors may not submit garnishment interrogatories to more than four (4) banking institutions for each hearing on proceedings supplemental.

1.3 Conduct of Hearings.

If the judgment creditor is not represented by an attorney at the proceedings supplemental hearing, said hearing may be conducted by the Court.

1.4 Proceedings Supplemental During Pendency of Garnishment Order.

If a garnishment order has been issued, additional proceedings supplemental directed to the judgment debtor or to an additional garnishee defendant may be filed only for good cause shown.

1.5. Contempt/Rule to Show Cause/Body Attachment.

Upon failure of a judgment debtor or garnishee defendant to appear as ordered for a scheduled hearing, and if the record reflects that the judgment debtor or garnishee defendant was served with notice of the hearing in conformance with Trial Rule 4.1, 4.3, 4.11, or 4.12, the Court may issue a Body Attachment as to said person. In order for the Court to consider the issuance of a body attachment, the following information should be provided to the Court. The judgment debtor's: (1) social security number and/or date of birth [required]; (2) driver's license number [if known]; (3) last known address [required]; (4) judgment debtor's place of employment [if known]; (5) distinguishing physical features (e.g., height/weight/hair color/eye color) [if known]; (6) descriptions of motor vehicles owned by the judgment debtor [if known]; (7) names and addresses of known relatives of the judgment debtor [optional]. All documents presented to the Court containing social security numbers, bank account numbers or other information not for public access must comply with Administrative Rule 9, or such documents will be returned to the party submitting the documents, unfiled.

Body attachment shall be issued only when the judgment debtor or garnishee defendant previously ordered to appear for a scheduled hearing was personally served with notice of a contempt hearing and the judgment creditor provides to the Court the judgment debtor’s required identifying information described above.

1.6 Procedure for Contacting Judgment Creditor When Attached Person is in Custody.

When the judgment creditor requests the issuance of a body attachment, and as needed at any time thereafter, said creditor shall file with the Court any telephone numbers [not to exceed three (3)] at which the Court may notify the creditor of the

attached person's appearance in custody. Upon such appearance in custody, the Court, to the best of its ability and consistent with the continued performance of its daily responsibilities, shall:

(1) attempt to contact the creditor at the telephone numbers on file with the Court; and
(2) thereby notify the creditor of a time later during the same Court business day at which the attached person will be brought before the Court for questioning by said creditor.

If the Court is unable to contact the judgment creditor as set forth above after attempting to do so for a period of two (2) days, the attached person shall be released, if the attached person has not already posted bond set by the Court, and the underlying proceedings supplemental dismissed or rescheduled for another court hearing date, in the Court's discretion.

1.7 Recall of Body Attachments

If the judgment creditor desires to recall said body attachment, said judgment creditor shall appear personally or by attorney and move on the record, orally or in writing, for recall of the Body Attachment stating the reasons for recall of the writ of attachment.

1.8. Garnishment.

All garnishment proceedings shall comply with Trial Rule 69(E) and applicable statutes. A garnishment order shall not issue with respect to a judgment debtor's wage or other property without:

(1) an active proceedings supplemental as to the judgment debtor or waiver of notice by said judgment debtor;
(2) service on the garnishee defendant of the proceedings supplemental; and
(3) return of answered interrogatories, other verification of employment by the garnishee defendant, or failure to answer interrogatories after notice.

1.9 Stay of Garnishment.

In instances where a judgment creditor has stayed a garnishment order which has been issued and served on a garnisheed defendant, said judgment creditor shall lose any priority over pending, but later issued, garnishment orders pertaining to the judgment debtor's wages.

1.10 Release of Garnishment.

Upon receipt by the judgment creditor or by the Clerk on the judgment creditor's behalf of monies sufficient to fully satisfy the judgment, any accrued interest and costs, the judgment creditor shall immediately obtain a court order releasing the applicable garnishment order and shall forward a copy to the garnishee defendant(s).

Rule LR55-TR79-1. Change of Judge; Procedure for Selection of Special Judge

A motion for a change of Judge shall be granted if filed within the time permitted under the Indiana Rules of Trial Procedure. In accordance with Trial Rule 79, the following procedure for appointment of a Special Judge is adopted:

(A) The parties may agree, in writing, within seven days of an order granting a change of venue from judge or recusal, to a particular special judge. If there is no agreement, or that judge fails to accept the appointment, then;

(B) The parties may agree, in writing, to the appointment of a special judge by the regular judge of the Court where the case is pending. If no agreement, or that judge fails to accept the appointment, then:

(1) The regular judge of the Court where the case is pending shall name a panel consisting of the other regular judges and magistrates in Morgan County. If no selection is made under this subsection, or that judge fails to accept the appointment, then;

(2) The regular judge of the court where the case is pending shall appoint a special judge, on a rotating basis, from a list of the judges and magistrates in the Circuit and Superior Courts of Hendricks County and Johnson County;

(C) If a special judge cannot be selected using the procedure set out in subparagraphs A through B, above, then the regular judge of the court where the case is pending shall certify the same to the Indiana Supreme Court for appointment of a special judge.

Rule LR55-TR00-_____. Miscellaneous Rules in Civil Cases

1.1 Custody of Exhibits Admitted at Trial.

All models, diagrams, exhibits, and material offered or admitted in evidence in any case pending or tried before the Court or jury shall be placed in the custody of the Court Reporter unless otherwise ordered by the Court.

1.2 Removal of Exhibits Admitted at Trial.

Ninety (90) days after a case has been decided, unless an appeal has been taken, all models, diagrams, exhibits, or material placed in the custody of the Court Reporter shall be removed by the parties offering them in evidence, except as otherwise ordered by the Court. At the time of removal, a detailed receipt shall be given to the Court Reporter and filed with the case, noting the filing of same upon the chronological case summary.

1.3 Destruction of Exhibits.

Ninety (90) days after a case is decided and no appeal taken, or after all appeals are completed, the Court Reporter shall give notice in writing to the party introducing the exhibit, giving a time within which the exhibit shall be removed from the custody of the Court Reporter. If the party does not recover the exhibit within the time indicated, the Reporter may dispose of same and the party shall be charged with any expenses of such disposition.

Section II: Rules in Domestic Relations Cases

Scope and Citation of Rules

The following Rules in Domestic Relations Cases, in conjunction with the Local Civil Rules of Procedure, shall apply to all domestic relations cases filed on the docket in the Morgan Circuit And Superior Courts. Nothing in these rules shall limit the general jurisdiction of any judge of the Morgan Circuit And Superior Courts.

A. Citation. These rules shall be cited as provided in Trial Rule 81. The format for citation shall be: LR55-FL(Rule Number) – (Local Sequence Number)

B. Pleadings Defined. Except as otherwise provided, as used in the rules which follow, the word "pleadings" shall mean and include pleadings, motions, and other papers filed with the Court by any party to any cause.

C. "Judge" Defined. Except as otherwise provided herein, the word "Judge" shall mean: (1) the presiding Judge of any of the Morgan Circuit and Superior Courts; (2) the Magistrate of the Morgan Circuit and Superior Courts; (3) any duly appointed Judge Pro Tempore, Temporary Judge or Senior Judge of the Morgan Circuit and Superior Courts.

LR55-FL00-1: Multiplicity of Dissolution of Marriage Actions

In its discretion, the Court may not entertain a hearing in any action for Dissolution of Marriage unless and until all cases for Dissolution of Marriage pending between the same parties in any Court, shall have first been dismissed and all costs therein paid and all orders therein made satisfied in accordance with the rules and the practice of the Court where such cases have been filed.

LR55-FL00-2: Duties of Attorneys

At the time of final hearing in any uncontested dissolution of marriage matter, Petitioner's counsel shall submit to the Court an original typewritten decree and not less than three (3) copies thereof. If the case involves a property settlement agreement, a typewritten original and not less than three (3) copies of such agreement shall be submitted to the Court for approval. Petitioner's attorney shall be responsible for ensuring that a signed copy of the Decree (and Property Settlement Agreement where applicable) is delivered to both parties, either in person or by regular mail to last known address, except in such cases where the Respondent is represented by counsel.

It shall be the duty of attorneys to prepare Decrees of all final judgments and of such interlocutory and other orders as may be required by the Court, including Pre Trial Orders, Findings of Fact and Conclusion of Law.

Where there are several attorneys interested in a Decree, order, entry or judgment to be entered in a cause and one or more of them desires such document entered, the attorney shall submit such document to the other attorneys who may be interested in the cause, and obtain an endorsement thereon of "approved as to form", provided that this rule shall not apply when the attorneys or all parties are in Court when the judgment or decree is proffered.

LR55-FL00-3___: Temporary Restraining Orders

3.1 The Court may, in its discretion, issue temporary restraining orders, ex parte, upon application by one of the parties consistent with I.C. 31-1-11.5-7.

3.2 A temporary restraining order or protective order may be issued, ex parte, to exclude one of the parties from the marital residence only (1) after an emergency hearing whereby evidence is submitted as to the necessity of an immediate eviction from the marital residence of one of the parties and the party to be removed has received notice of hearing and an opportunity to be heard by the Court, or (2) where the parties have already physically separated prior to the initial filing of the action and the party requesting such an order sets forth, under oath, that the parties are maintaining separate residences at the time of filing. The attorney for the requesting party shall contact the Court to schedule the emergency hearing.

LR55-FL00-4___: Temporary Custody of Children

4.1 Except as agreed in writing by both parents, an Order as to the custody of children shall not be issued by the Court without prior notice to both parents and/or guardians of the minor children and opportunity for a hearing.

4.2 Neither parent shall remove the children from the State of Indiana prior to the Preliminary Hearing.

LR55-FL00-5: Emergency Custody Orders

No emergency changes of child custody will be scheduled on the Court calendar, except by prior approval of a Judge or Magistrate. In the event there is a potential for physical harm to the children or neglect alleged by either parent, the Court will consider custody on a temporary basis filed in writing not earlier than 72 hours after the case has been referred to the Morgan County Department of Child Services, Child Protection Services, pursuant to the Indiana Juvenile Code. The party requesting emergency custody must show proof of the date and time of notification of the Morgan County Department of Child Services, and the name of the person taking the report.

LR55-FL00-6___: Custody Disputes

6.1 Custody Investigations will not be routinely required by the Court as a part of custody disputes in divorce or modification proceedings. The Court may order such an investigation to be made in appropriate circumstances, and after a hearing at which the parties propose the custody investigator(s) to be retained to conduct the investigation, and the manner in which the parties shall pay the costs of such investigation, preparation of reports and trial testimony of such investigator.

6.2 The Court may, in its discretion, schedule the case for a pre-trial conference at the time of filing the Petition for Custody, if no investigation is requested, or after all releases and witness lists have been filed, whichever is appropriate.

LR55-FL00-7___: Pre-Trial Conferences

7.1 Prior to the scheduling of a final hearing on a petition for Dissolution or other domestic relations matters the Court may, in its discretion or upon request of either party, schedule the case for a Pre-Trial Conference (PTC). When scheduling the PTC, that case may also be placed on the trial calendar, on the condition that the trial is at least 30 days after the PTC date. In the event the PTC is continued, it shall be reset to a date at least 30 days prior to the trial date, unless otherwise approved by the trial Judge or Magistrate.

7.2 When a Pre-Trial Conference is scheduled, the parties shall be prepared to: (1) discuss and disclose the time required for hearing; (2) disclose and exchange names and addresses of all witnesses; (3) submit a joint inventory of property and debts to the Court; (4) jointly define, in writing, all issues to be decided by the Court at hearing; (5) jointly define all agreed matters; (6) submit a financial declaration for each party and a child support worksheet [if applicable]; (7) discuss mediation of the contested issues.

LR55-FL00-8: Requests to Set Hearings

Requests for the setting of any hearings shall be governed by the requirements of LR55-TR7. No final dissolution hearing will be scheduled by the Court until the parties (with minor children) have shown proof of completion of the “Children Cope With Divorce Seminar,” except for good cause shown to the Court.

LR55-FL00-9: Requests for Continuances

Requests for continuances of a hearing shall comply with the requirements of LR55-TR7.

Section III: Alternative Dispute Resolution Rules

Scope and Citation of Rules

The following local rule has been adopted jointly by the Morgan Circuit And Superior Courts with respect to Alternate Dispute Resolutions. These rules govern the procedure and practice of alternative dispute resolution in Morgan Circuit and Superior Courts unless otherwise provided by law or rules of the Supreme Court of Indiana.

A. Citation. These rules shall be cited as provided in Trial Rule 81. The format for citation shall be: LR55-ADR00-_____ (Local Sequence Number).

B. Pleadings Defined. Except as otherwise provided, as used in the rules which follow, the word "pleadings" shall mean and include pleadings, motions, and other papers filed with the Court by any party to any cause.

LR55-ADR00-1___: Civil cases

1.1 Definition. For the purposes of this rule, "alternative dispute resolution" and "ADR" shall mean, primarily, mediation and/or mini hearings. This rule does not affect the parties' rights to agree to arbitration as provided by the ADR Rules of the Supreme Court of Indiana.

1.2 Case Selection and Objections. The court may order the parties to mediation or mini-hearing upon the occurrence of any of the following:

(1) At any time following the filing of the claim for relief if all of the parties file a written stipulation; or

(2) More than ninety (90) days have elapsed since the initiation of the claim. In determining whether a case is appropriate for a judicial referral to ADR, the court may consider such factors as:

(a) whether the case has been pending more than 180 days;
(b) whether a pretrial conference has been requested;
(c) whether the case is eligible for dismissal pursuant to TR 41(E);
(d) whether the case is set for trial.

Nothing in this rule shall be interpreted to constrain or otherwise limit the court from referring a case to ADR at such other time as the court deems appropriate. Any party may object to an order for mediation or mini-hearing by filing a written objection specifying the grounds for the

objection within fifteen (15) days of the date of the order referring the case to mediation or mini-hearing, as provided in ADR Rule 2.2. Any response to the objection must be filed within ten (10) days of the service of the objection.

1.3 Completion of Mediation. The mediator and the parties shall make a good faith effort to complete the mediation process within ninety (90) days from the date of the order to engage in ADR, unless specifically ordered otherwise. In the event mediation is not complete within that time, the mediator shall file a report with the court as to the current status of the mediation and the projected date of completion of the mediation. If the mediation is complete, the mediator shall file the agreement and/or report as required by ADR Rule 2.7(E) within 10 days of completion of the mediation. However, if the parties agree, a party may file the agreement in place of the mediator. If a party is to file the agreement, that party shall be identified in the mediator's report.

1.4 Mediator's Fees. Unless otherwise specifically set forth in the order referring the case to mediation, or unless otherwise agreed by the parties, the mediator's fees shall be paid as follows: the mediator's fee shall be apportioned equally among the number of plaintiffs, defendants or intervenors, unless they shall agree otherwise.

1.5 Written Agreements. All agreements which resolve issues shall be reduced to writing and signed by all parties and their counsel, and shall be submitted to the court with the mediator's report, or as soon thereafter as is practicable.

1.6 Parties to Attend. In all non-domestic relations cases, the attorney(s) who will try the case and the parties shall attend the mediation conference. A corporate party shall send a corporate representative with full authority to settle the case. If insurance is involved in the matter, the insurance carrier shall send a company representative who has full and absolute authority to resolve the matter for an amount that is the lesser of the policy limits or the most recent demand of the adverse party. An insurance representative may be available by phone during the mediation conference in fulfillment of this requirement.

LR55-ADR00-2___. Domestic Relations cases

2.1 Case Selection. In applying the Alternative Dispute Resolution Rules, mediation is the appropriate method of court ordered dispute resolution in domestic relations cases.

2.2 Time for Filing Motions and Stipulations. Either party may file a motion for referral to mediation at any time during the pendency of the case, from the time of filing and thereafter until the final hearing, except for good cause shown to the Court. The parties may file a joint application for referral to mediation at any time during the pendency of the case. In determining whether a case is appropriate for judicial referral to ADR, the court may consider such factors as:

(1) whether the time for exchange of financial disclosure information has passed;
(2) when time for a contested hearing has been requested on the court's calendar;
(3) whether the case involves post decree issues.

Nothing in this rule shall be interpreted to constrain or otherwise limit the court from referring a case to ADR at such other time as the court deems appropriate.

2.3 Completion of Mediation. The mediator and the parties shall make a good faith effort to complete the mediation process within ninety (90) days from the date of the order to engage in ADR. In the event that mediation is not complete within that time, the mediator shall file a report with the court as to the current status of the mediation and the projected date of completion of the mediation. If the mediation is complete, the mediator shall file the agreement and report as required by ADR Rule 2.7(E). However, if the parties so agree, a party may file the agreement separately, and that party shall be identified in the mediator's report. The mediator's report shall also include the parties' agreement as to a date certain for filing their agreement.

2.4 Payment of Mediator's Fees. Unless otherwise specifically set forth in the order referring the case to mediation, or unless otherwise agreed by the parties prior to the mediation conference, the mediator's fees shall be paid in the following proportions: one half (½) by the petitioner; one half (½) by the respondent.

2.5 Parties to attend. In domestic relations cases, the petitioner and respondent must attend each mediation session; the attendance of the parties' counsel is not required at every session. If counsel choose not to attend, counsel shall be given the opportunity to review and discuss any settlement proposal made at a mediation conference.

Section IV: Criminal Rules of Procedure

Scope and Citation of Rules

The following rules have been adopted and shall govern the procedure and practice of criminal cases, both Felony (MR, FA, FB, FC, FD) and Misdemeanor (CM) in Morgan Circuit and Superior Courts, unless otherwise provided by law, or by rules of the Supreme Court of Indiana. Infractions (IF) and Ordinance Violation (OV) cases shall be governed by the Rules of Trial Procedure and the Local Civil Rules.

These rules may be cited as LR55-CR(Rule Number) -____ (Local Sequence Number). The Indiana Rules of Criminal Procedure are hereinafter referred to as Criminal Rule ____. Except as otherwise provided, as used in the rules which follow, the word "pleadings" shall mean and include pleadings, motions, and other papers filed with the Court by any party to any cause.

LR55-CR2.2-1____. Case Filing Procedure

In accordance with Criminal Rule 2.2, the following rules concerning the filing of criminal cases in the Morgan Circuit and Superior Courts shall apply:

1.1 Case Classification.

The highest penalty offense filed against a Defendant by the State of Indiana in an Information or Indictment shall determine the classification of the case (FELONY or MISDEMEANOR) for the purposes of filing of the criminal case under this rule.

1.2 Case Filing Procedure; Random Filing.

The Clerk of Morgan County will not randomly select a criminal case number for a new criminal case file (except “MC” cases) until a fully completed and a signed Information or Indictment is presented to the Clerk by the Prosecuting Attorney or designated agent/staff member.

Felony Classification (MR, FA, FB, FC, FD): Each case in which the highest penalty offense filed by Information or Indictment against a Defendant is Murder, or a Class A, B, C or D Felony shall be randomly assigned to one of the Morgan Circuit and Superior Courts by the Clerk of Morgan County by utilizing the case management software random number generator.

Misdemeanor Classification (CM): Each case in which the highest penalty offense filed by Information or Indictment against a Defendant is a Class A, B, or C Misdemeanor shall be randomly assigned to a Court by the Clerk of Morgan County, in the following proportions:

(a) Morgan Circuit Court:	2.5 of every 10 misdemeanor cases filed.
(b) Morgan Superior Court 1:	2.5 of every 10 misdemeanor cases filed.
(c) Morgan Superior Court 2:	2.5 of every 10 misdemeanor cases filed.
(d) Morgan Superior Court 3:	2.5 of every 10 misdemeanor cases filed.

1.3 Exceptions to Random Case Filing Procedure:

The following exceptions to paragraph 1.2 shall apply:

(a) Co-Defendants: When two or more Defendants are charged under separate case numbers, but the offenses charged arise from the same factual allegations, the cases of all co-defendants shall be randomly assigned to one of the Circuit or Superior Courts by the Clerk of Morgan County. The Prosecuting Attorney shall, at the time of presentment of the cases for filing, notify the Clerk of Court of the fact that co-defendant cases are presented for filing.

(b) Refiling of dismissed cases. If the Prosecuting Attorney seeks to refile a case previously dismissed by a Court, the case shall be refiled in the Court in which the case was previously dismissed.

(c) Reassignment of cases. If a motion for change of judge is granted and the criminal case, Felony or Misdemeanor, must be reassigned, then upon receipt of the Order granting change of venue from the Judge, the Clerk of Court shall randomly reassign the case to one of the three remaining Circuit or Superior Courts.

(d) Adjustment of Proportional Misdemeanor case filing for caseload management. The proportion of misdemeanor cases assigned to each court may be adjusted at the end of each quarter of a calendar year, as determined and agreed by the Judges of the Morgan Circuit and Superior Courts, after evaluating the weighted caseload of each court for the preceding quarter of the calendar year.

1.4 Filing of "MC" criminal case files:

All "MC" criminal case files shall be filed and distributed between the Morgan Circuit and Superior Courts in the following manner:

1st Quarter of Calendar Year:	Morgan Circuit Court
2nd Quarter of Calendar Year:	Morgan Superior Court 1
3rd Quarter of Calendar Year:	Morgan Superior Court 2
4th Quarter of Calendar Year:	Morgan Superior Court 3

Exceptions: When an “MC” file is obtained over a weekend, holiday or after-hours, and a judge of one of the Morgan Circuit and Superior Courts must handle the “MC” request, that file shall be assigned to the signing Judge’s court, and not filed according to quarterly assignment schedule. If the Magistrate acts upon an “MC” request, the case file shall be filed according to the quarterly assignment schedule.

LR55-CR00-1___. Bail

1.1 **Bail Procedure**. The procedure for the setting of Bail for persons arrested without a warrant shall be as set forth in the *"General Order Establishing A Bail Schedule for Criminal Cases Filed in the Morgan Circuit and Superior Courts,"* issued by the Morgan Circuit and Superior Courts. Bail for persons arrested pursuant to an arrest warrant shall be as set by the issuing Court and as stated on the face of the arrest warrant.

1.2 **Bail Schedule**. *See Appendix __1__, “General Order Establishing A Bail Schedule for Criminal Cases Filed in the Morgan Circuit and Superior Courts.”*

1.3 **Bail Agents.** All commercial bail bonds shall contain the **printed** name, address and phone number of the principal surety and the bail agent.

LR55-CR00-2___. Arrest and Court Appearance

2.1 In all felony cases, the defendant is required to appear personally for appointment of counsel, waivers of right, arraignment, plea, trial setting, trial, and such other times as the court may direct.

LR55-CR00-3___. Appointed Counsel

3.1 A defendant, who is requests court-appointed counsel is entitled a hearing. If the Court finds, after hearing, that the defendant is indigent, the Court may appoint pauper counsel to represent the defendant.

3.2 Appointed counsel shall represent the defendant after appointment unless relieved by the court upon written motion.

3.3 The court, in its discretion, may substitute one appointed counsel for another at any stage of the proceedings to prevent a failure of justice.

3.4 Notwithstanding the provisions of this rule, the court may appoint counsel for any person at any stage of any proceedings to prevent a failure of justice.

LR55-CR00-4. Waiver of Counsel

The defendant may waive his or her right to counsel; however, such waiver must be executed in writing and entered in the record of proceedings in the case. Further, the Court may decline to accept such waiver, if necessary to prevent a failure of justice.

LR55-CR00-5___. Withdrawal of Counsel

5.1 Permission of the court is required to withdraw the appearance of counsel for a defendant.

5.2 Counsel desiring to withdraw their appearance in any criminal action at any stage of the proceedings shall file a motion requesting leave to do so. The Motion to Withdraw an appearance shall comply with the provisions of Rule LR55-TR3.1-1.3 and 1.4. Upon receipt of a motion to withdraw, the Court may set a hearing upon the motion. The moving counsel shall also file with the court satisfactory evidence of at least ten (10) days prior written notice of said request to his or her client. A withdrawal of appearance when accompanied by the appearance of other counsel shall constitute a waiver of this requirement.

LR55-CR00-6___. Trial settings

6.1 In all misdemeanor cases, the case shall be set for Court Trial upon the Omnibus date, or at such time after the Omnibus date as will afford the defendant a reasonable opportunity for preparation and for representation by counsel if desired. Requests for Jury trial in misdemeanor cases must be made, in writing, signed by the Defendant, and filed with the Court within the time permitted under Criminal Rule 22, or the right to Jury Trial is waived.

6.2 In all felony cases, the case shall be set for Jury Trial not earlier than thirty (30) days after the Omnibus date, unless the defendant waives Jury trial, in writing, and requests trial by Court. The date of trial shall be fixed at such time as will afford the defendant a reasonable opportunity for preparation and for representation by counsel if desired.

LR55-CR00-7. Motions

An application to the court for an order shall be by motion. A motion other than one made during the trial or hearing shall be in writing unless the court permits it to be made orally. The motion shall state the grounds upon which it is made and set forth the relief or order sought. It may be supported by affidavit. The motion may be accompanied by a memorandum in support thereof. The motion shall be signed by an attorney of record or the defendant personally and shall clearly identify the name and address of any attorney filing the same. A rubber stamp or facsimile signature on the original copy shall not be acceptable. All motions should comply with the requirements of LR55-TR7.

LR55-CR00-8___. Continuances

8.1 Upon motion of any party, the court may grant a continuance only upon a showing of good cause and only for so long as necessary, taking into account not only the request or consent of the prosecution or defendant, but also the public interest in the prompt disposition of the case.

8.2 All motions for continuances of hearings or trials (other than jury trials) shall be filed not later than seven (7) days prior to the date of hearing or bench trial.

8.3 All motions for continuance of a jury trial setting shall be filed not less than fourteen (14) days prior to the date of jury trial, or such motions shall be denied as untimely.

8.4 All motions for continuance by the Defendant shall be signed by the Defendant and his/her attorney. In all other respects, any motion for continuance of a hearing or trial date shall comply with the requirements of LR55-TR7.

LR55-CR00-9. Waivers

Whenever a defendant waives a right, the court shall enter of record that the defendant is present, and after having been advised of such right, waives the same. The court may require that a waiver of a right be in writing, signed by the defendant personally and approved by the court. Any waiver may be set aside by the court to prevent a failure of justice.

LR55-CR00-10. Failure to Appear

If a defendant fails to appear before the court when summoned or otherwise ordered by the court to appear for any hearing or trial date, the court may summarily issue a warrant for his or her immediate arrest and appearance before the court.

LR55-CR00-11___. Pre Trial Discovery

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

11.1 State of Indiana requirements:

The State of Indiana shall produce, upon request of the Defendant, the following information:

(A) The names, last known addresses, of persons whom the State intends to 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.

(B) Any written or recorded statements and the substance of any oral statements made by the accused or by a co defendant, and a list of witnesses to the making and acknowledgment of such statements.

(C) A transcript of those portions of Grand Jury minutes containing testimony of the accused and of persons whom the Prosecuting Attorney intends to call as witnesses at the hearing or trial.

(D) Any reports or statements of experts made in connection with the particular case, including results of physical or mental examinations and of scientific tests, experiments or comparisons.

(E) 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.

(F) 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.

11.2 Defendant requirements:

The Defendant shall produce, upon request of the State of Indiana, the following:

(A) The person of the accused. Subject to Constitutional limitations the accused shall:

(1) Appear in a line up.
(2) Speak for identification by witnesses for an offense.
(3) Be fingerprinted.

(4) Pose for photographs not involving reenactment of a scene.
(5) Try on articles of clothing.
(6) Permit the taking of specimens of material from under his or her fingernails.
(7) Permit the taking of samples of his or her blood, hair or other materials of his or her body which involved no unreasonable intrusion thereof.
(8) Provide a sample of his or her handwriting.
(9) Submit to a reasonable physical or medical inspection of his or her body.

(B) Whenever the personal appearance of the accused is required for the foregoing purposes, reasonable notice of the time and place of such appearance shall be given by the State to the accused and his or her counsel, who shall have a right to be present.

(C) Subject to Constitutional limitations, the State shall be informed of, and permitted to inspect and copy or photograph, any report or results, or any testimony relative thereto, of physical or mental examinations or of scientific tests, experiments or comparisons, or any other reports or statements of experts which defense counsel has in his or her possession or control except that those portions of reports containing statements made by the defendant may be withheld if defense counsel does not intend to use any of the material contained in the report at a hearing or trial.

(D) Subject to Constitutional limitations, defense counsel shall inform the State of any defenses which he or she intends to make at a hearing or trial and shall furnish the State with the following material and information within his or her possession and control:

(1) The names, last known addresses of persons he or she intends to call as witnesses, together with their relevant written or recorded statements, including memoranda, reporting or summarizing their oral statements, and record of prior criminal convictions known to him or her.

(2) Any papers, books, documents, photographs or tangible objects he or she intends to use as evidence or for impeachment at a hearing or trial.

(3) If, subsequent to compliance, a party discovers additional material or information which is subject to disclosure he or she shall promptly notify the other party or his or her counsel of the existence of such additional material, and if the additional material or information is discovered during trial, the Court shall also be notified.

(4) Any materials furnished to an attorney pursuant to this Rule shall remain in his or her exclusive custody and be used only for the purposes of conducting his or her side of the case, and shall be subject to such other terms and conditions as the Court may provide.

(5) Upon a showing of cause the Court may at any time order that specified disclosures be restricted or deferred, or make such other order as is appropriate,

providing that all material and information to which a party is entitled must be disclosed in time to permit his or her counsel to make beneficial use thereof.

11.3 Sanctions for non compliance:

If at any time during the course of the proceedings it is brought to the attention of the Court that a party has failed to comply with this Rule or an order issued pursuant thereto, the Court may order such party to permit the discovery of material and information not previously disclosed, and a continuance, or enter such other order as it deems just under the circumstances. Willful violation by counsel of this Rule or an order issued pursuant thereto may subject counsel to appropriate sanctions by the Court.

LR55-CR00-12. Motion to Sequester

Any motion to sequester a jury shall be filed no later than forty-five (45) days preceding the date fixed for Jury trial, except for good cause shown.

LR55-CR00-13. Stipulations

All stipulations of facts and/or issues must be in writing, signed by all parties or their counsel, signed by the defendant personally, and approved by the court.

LR55-CR00-14. Pretrial Conference

At any time after the filing of the Indictment or Information, the court upon motion of any party or upon its own motion, may order one or more conferences to consider such matters as will promote a fair and expeditious trial. At the conclusion of a conference the court shall prepare and file a memorandum of the matters agreed upon. No admissions made by the defendant or his or her attorney at the conference shall be used against the defendant unless the admissions are reduced to writing and signed by the defendant and his or her attorney. This rule shall not be invoked in the case of a defendant who is not represented by counsel. The Defendant shall appear in person at all pretrial conferences unless otherwise excused from attending by the Court for good cause shown.

LR55-CR00-15___. Jurors, Examination and Challenges

15.1 Completed Jury Questionnaire forms shall be available for inspection by the attorneys (or a party, if not represented by counsel) in the case in which prospective jurors, who have completed such forms may be called, at any time prior to trial, not earlier than seven (7) days prior to trial. Arrangements for such inspection shall be made with the Court Bailiff.

15.2 Voir Dire Examination by Court. The Court in its discretion may conduct the initial voir dire examination.

15.3 Voir Dire Examination by Counsel. Following the voir dire examination by the Court, if any, each party, by counsel, shall be permitted an opportunity to conduct voir dire examination. Time limitations for the voir dire examination by the parties may be set by the Court, in its discretion. The questions asked by the parties on voir dire shall be limited to relevant questions bearing upon the qualifications of the prospective jurors not adequately covered by the questions and answers contained in the completed juror questionnaire or the previous questions, if any, posed by the Court or answers thereto. The order of questioning of the prospective jurors will be determined by the Court.

15.4 Peremptory Challenges and Challenges for Cause. Peremptory challenges shall be submitted by the State and Defendant, in writing, at the conclusion of questioning of the jurors in the jury box. Challenges for Cause of a prospective juror must be made when the cause is first discovered by a party, or such challenge is waived. If prospective jurors are excused, the next available juror, by order of their juror number, shall be seated in the jury box. The process described in paragraph 18.3 of this Rule shall be repeated for newly called prospective jurors until the jury has been accepted or all available challenges have been exhausted.

LR55-CR00-16. Procedure Not Otherwise Specified

If no procedure is especially prescribed by these rules, the court may proceed in any lawful manner not inconsistent with these rules or with any applicable constitutional provision, statute, rule of the Supreme Court of Indiana, or other local rules of the Morgan Circuit and Superior Courts.

Section V: Probate Rules

Scope and Citation of Rules

The following Probate Rules of Procedure shall apply to all estates, trusts and guardianship cases in the Morgan Circuit And Superior Courts. Nothing in these rules shall limit the general jurisdiction of any judge of the Morgan Circuit And Superior Courts. These rules may be cited as LR55-PR00- _____ (Local Sequence Number). Except as otherwise provided, as used in the rules which follow, the word "pleadings" shall mean and include pleadings, motions, and other papers filed with the Court. Filing of all probate, guardianship, trusts and adoptions shall comply with the case filing requirements of LR55-AR00-1.1.

LR55-PR00-1___: Notice

1.1 Whenever notice by publication or written notice by U.S. Mail is required to be given, the attorney shall prepare such notice and shall ensure that such notice is properly published or served by certified mail, return receipt requested. In all respects, the notice shall comply with all statutory requirements. It shall be the attorney's responsibility to provide adequate proof of service before bringing a matter to the Court. The Clerk shall be responsible for the publishing of the notice of Estate Administration.

1.2 Copies of petitions shall be sent with all notices of hearings if the hearing arises from the matters contained in the petition.

1.3 Notice of the opening of an estate shall be sent by First Class United States Mail to all known creditors. However, the use of certified mail, return receipt requested, is recommended for such notices.

1.4 If a hearing is to be held on a Petition to determine if an Estate is insolvent, notice shall be served on all interested parties, including all claimants.

LR55-PR00-2___: Filing of Pleadings

2.1 When pleadings are filed by mail, or left with the Court for filing, a self-addressed, stamped envelope with sufficient postage shall be included for return of documents to the attorney.

2.2 Routine pleadings--such as Inventories, Inheritance Tax Schedules, and Final Reports--may be filed in the Clerk’s Office.

2.3 Attorneys are required to prepare orders for all proceedings except when expressly directed otherwise by the Court.

2.4 Pleadings--including Inventories, Petitions and Accounts--filed in an Estate or Guardianship shall be signed and verified by the fiduciary and signed by the attorney for the fiduciary.

2.5 All pleadings filed shall contain the attorney's name, address, telephone number, and the Indiana Supreme Court Attorney Number.

2.6 The initial petition to open an Guardianship shall contain the name, address, social security number, and date of birth of the ward.

2.7 The Instructions to the Guardian must be filed with the Court within ten (10) days after the issuance of letters of guardianship.

2.8 The oath of the Personal Representative must be filed at the time letters are issued.

2.9 The affidavit of compliance with the notice provision as to creditors in an estate proceeding shall be timely filed in supervised and unsupervised estates.

2.10 Estates are considered legal entities. All matters relating to estates must be filed by an attorney in good standing in Indiana, including the filing of inheritance tax returns

2.11 Guardianships shall be opened by an attorney in good standing in Indiana.

LR55-PR00-3___: Real Estate

3.1 In all supervised estates and guardianships in which real estate is to be sold, a written professional appraisal shall be filed with the Court at the time of filing the Petition for Sale, unless such appraisal was filed with the Inventory. Such written appraisal shall include the following elements:

(A) A brief description of the property interest being appraised, including the full legal description.
(B) The purpose or objective of the appraisal.
(C) The date for which Fair Market Value is determined.
(D) Data and reasoning supporting the Fair Market Value.
(E) The Fair Market Value determined.
(F) A statement of assumptions and special or limiting conditions.
(G) A certification of disinterest in real estate.
(H) The signature of the appraiser.

3.2 All appraisals required by Rule 5.1 shall have been made within one year of the date of the Petition for Sale.

3.3 All deeds submitted to the court for approval in either Estate or Guardianship proceedings shall be signed by the fiduciary and the signature notarized prior to its submission and shall be submitted with the Report of Sale of Real Estate or at the time of the hearing on the Final Account. Copies of the deeds shall be filed with the Court for its records.

3.4 Whenever a Final Decree reflects that real estate has vested in heirs or beneficiaries, the Decree shall be recorded with the County Recorder of the County where the real estate is located and evidence of said recording shall be provided to the Court with the Supplemental Report.

LR55-PR00-4___: Sale Of Assets

4.1 In supervised estates and guardianships, all Petitions to Sell Personal Property shall be supported by a written appraisal prepared by a person competent to appraise such property and setting forth the Fair Market Value of the property. The appraisal shall be filed with the Court at the time of the filing of the Petition to Sell unless such appraisal was filed with the Inventory. This rule shall not apply to personal property sold at public auction.

4.2 All appraisals required by Rule 6.1 shall have been made within one year of the date of the Petition to Sell.

4.3 No written appraisal shall be required for the sale of assets which are traded in a market and the value is readily ascertainable. Such assets include stocks, bonds, mutual funds, commodities, and precious metals.

LR55-PR00-5___: Claims

5.1 Three (3) months and fifteen (15) days after the date of the first published notice to creditors, the fiduciary, or the fiduciary's attorney, shall examine the Claim Docket and shall allow or disallow each claim filed against the estate. Written notice of such action shall be filed with the Court and notice sent to the claimant..

5.2 The Court will docket an unpaid claim with its own separate case number upon request of the claimant or the estate.

LR55-PR00-6___: Accounting

6.l Whenever an estate cannot be closed within one (l) year, the Personal Representative shall file an intermediate accounting with the Court within thirty (30) days after the expiration of one (1) year and each succeeding year thereafter. The accounting shall comply with the provisions of IC 29 1 16 4 and 29 1 16 6 and shall state facts showing why the estate cannot be closed and an estimated date of closing and shall propose partial distribution of the estate to the extent that partial distribution can be made without prejudice to distributees and claimants.

6.2 All guardianship accounts shall contain a certification verifying the account balance by an officer of any financial institution in which guardianship assets are held.

6.3 All Social Security or Medicare benefits received on behalf of an incapacitated person shall be included and accounted for in the guardianship accounts unless Court approval has been previously granted to allow said funds to be paid directly to a residential or health care facility without an accounting to the Court

6.4 In all supervised estate and guardianship accountings, vouchers, canceled checks, or affidavit for the expenditures claimed shall be filed with the accounting.

6.5 In accountings in all supervised estates, a notation shall be placed by each expenditure indicating the reason or nature of the expenditure unless the payee name is indicative of the reason or nature of the expenditure.

Example: Hooks Drugs Toiletries for incapacitated person
Dr. John Jones
Sam Smith Repair roof of home at 162 Maple Street, Anytown, Indiana
Tendercare Nursing Home

6.6 All accountings shall contain an itemized statement of the assets on hand.

6.7 Receipts or canceled checks for all final distributions shall be filed in the final report or a supplemental report before discharge will be granted by the Court.

6.8 All accounts shall follow the prescribed statutory format. Informal, handwritten, or transactional accounts will not be accepted.

6.9 All Court costs shall be paid and all claims satisfied and released before the hearing on the Final Accounting. A Clerk's Certification of payment of court costs shall be filed with the Court before the Final Accounting will be approved.

6.10 The Federal Estate Tax Closing letter and the Indiana Inheritance Tax Closing Letter (or the counter signed receipt or a photocopy) showing payment of all Federal

Estate and/or Indiana Inheritance Tax liability in the Estate shall be attached to the Final Report.

6.11 When an individual has been appointed to handle the financial affairs of a protected person, an accounting shall be filed within thirty (30) days after the first anniversary of the date the Guardianship letters were issued and each year thereafter.

LR55-PR00-7___: Fees of Attorneys and Fiduciary

7.1 No fees for fiduciaries or attorneys shall be paid out of any supervised estate or guardianship without prior approval of the Court.

7.2 Orders for fees in estates shall provide that fees are to be paid only after approval of the Final Account unless an exception is specifically provided by Court order.

7.3 Guardians or their attorneys may petition for fees at the time of filing an inventory. With rare exceptions, further petitions for fees should be filed at the time that accountings are filed. When substantial work occurs during the proceedings, the Court may consider a petition for fees for such services between accountings.

7.4 No attorney or fiduciary fees will be determined and authorized for payment by the Court in any Unsupervised Administration.

7.5 Where contracts for legal services have been entered into prior or subsequent to the opening of an estate or guardianship, the Court reserves the right to approve or disapprove such contracts.

LR55-PR00-8___: Unsupervised Administration

8.1 No petition for unsupervised administration will be granted unless the consent requirements of I.C. 29 1 7.5 2(a)(4) are met, as well as the other requirements of I.C. 29 1 7.5 2(a).

8.2 A complete inventory of estate assets shall be available upon request within sixty (60) days of the appointment of the fiduciary.

8.3 All Court costs shall be paid and all claims satisfied and released on or before the date of the filing of the Closing Affidavit. A Clerk's Certification thereof shall be filed with the court at the time the Closing Affidavit is filed.

LR55-PR00-9___: Miscellaneous Rules

9.1 If the Court determines that no Inheritance Tax Schedule is required to be filed, a copy of the Court's order shall be served on the local representative of the Inheritance Tax Division of the Indiana Department of Revenue.

9.2 Lock Box: A Petition to open a lock box and subsequent petition to open an estate shall be filed under the same case number.

9.3 Simplicity--without loss of content-- shall be the goal of all pleadings. It is highly recommended that attorneys review the forms found in the Probate Deskbook published by the Indiana Judicial Center.

9.4 When proceedings are only for spreading a will of record, the Court will assume that the case needs no further action and will close that case sixty (60) days after filing, unless requested otherwise.

9.5 At least one personal representative must be a resident of the State of Indiana.

9.6 It is not necessary that the Personal Representative be present to open an estate. Counsel should use their own judgment in such matters, subject to specific requests by the Court.

LR55-PR00-10___: Guardianships

10.1 In all guardianship matters seeking to declare an adult incapacitated for any reason, the incapacitated person shall be present at the hearing or evidence shall be presented showing that the incapacitated person is unable to appear.

10.2 The Court will appoint a GAL for all unrepresented adult wards. The attorney for the petitioner shall complete all forms as requested by the GAL, including information sheet and physician’s statement.

10.3 In all guardianship matters seeking to declare an adult incapacitated for any reason, a Physician's Report by the doctor treating the alleged incapacitated person--or such additional evidence as the Court may require--shall be filed or presented.

10.4 Nothing herein shall be deemed as amending, superseding or altering the Probate Rules and Regulations promulgated by the Veteran's Administration of the United States of America. Every fiduciary and attorney shall comply with such, if applicable.

10.5 Other than for routine matters, the Guardian shall obtain Court approval prior to taking any action on any financial matter pertaining to carrying out the Guardian's duties and responsibilities for the protected person. The Guardian may pay all taxes (Federal, State and Property) and accountant fees without prior approval.

10.6 In all Estate Guardianship orders where an award of over $10,000.00 is being issued, the order appointing the Guardian shall also order the financial institution where the funds are deposited to place the funds in a restricted account which shall be paid out only upon Court Order.

LR55-PR00-11___: Waiver of Notice of Inheritance Tax Appraisal

11.1 Waivers of notice of the time and place of the appraisal of each property interest of a decedent for inheritance tax purposes and of the hearing on the appraisal report shall be filed with the inheritance tax return unless it was filed before the return.

11.2 Waivers of notice shall be signed by each person known to have an interest in the property interest to be appraised and by any person designated by the Court. A waiver filed by an entity other than an individual shall state the capacity of the person who has signed for such entity.

11.3 A waiver signed by an attorney or another person on behalf of a person who is entitled to notice under I.C. 6 4.1 5 3 and I.C. 6 4.1 5 9 shall include a copy of the power of attorney, letters of guardianship or other authority of the signer. If the interested person is a minor, the waiver shall include a statement of the relationship of the signer to the minor.

11.4 If a waiver is not filed for each interested person, the personal representative shall provide notice of the time and place of the appraisal to each person entitled to notice. Evidence of such shall be filed with the inheritance tax return. Upon the filing of the appraiser's report, the personal representative shall provide notice of the time and place of the hearing on the report to all persons known to be interested in the resident decedent's estate, including the Department of State Revenue.

LR55-PR00-12 Bond

There shall be no requirement to file a bond when opening an estate or guardianship. The Court may determine at a later time that a bond should be posted.

Section VI: Administrative Rules

Rule LR55-AR00-1___. Filing and Assignment of Civil and Juvenile Cases to Courts – Case Allocation Plan

Subject to the discretion of the presiding Judges of the Morgan Circuit and Superior Courts, cases shall be assigned upon filing by the Clerk of the Morgan Circuit and Superior Courts to one of the regular Judges of the Morgan Circuit and Superior Courts as follows:

1.1 Probate Matters (ES, EU, AD, GU, TR).

Probate matters shall be filed in the Morgan Circuit Court or the Morgan Superior Court 1.

1.2 Mental Commitments (MH).

Petitions for Regular mental health commitments shall be filed in the Morgan Superior Court 1 or, if necessary, in the Morgan Circuit Court. Any Judge of the Morgan Circuit or Superior Courts may issue an Order of Emergency Detention under I.C. 12-26-5.

1.3 Protective Orders (PO).

Protective Orders may be filed in any of the Morgan Circuit and Superior Courts, as requested by the Petitioner.

1.4 Small Claims (SC).

The Morgan Superior Court 3 shall be initially assigned to hear and determine all small claims proceedings.

1.5 Juvenile Delinquency proceedings (JD, JS).

The Morgan Superior Court 2 shall be initially assigned to hear and determine all juvenile delinquency (JD, JS) proceedings.

1.6 Juvenile CHINS and Paternity proceedings (JC, JT, JP).

The Morgan Circuit Court shall be initially assigned to hear and determine all juvenile proceedings relating to Children in Need of Services (JC), Termination of Parental Rights (JT) and Paternity cases (JP).

1.7 Juvenile Miscellaneous proceedings (JM).

The Morgan Circuit Court and Morgan Superior Court 2 shall be assigned to hear and determine all juvenile miscellaneous proceedings, with CHINS (JM) cases assigned to the Morgan Circuit Court, and Juvenile Delinquent (JM) cases assigned to the Morgan Superior Court 2.

1.8 All Other Cases (PL, CT, CC, DR, MF, MI, RS).

The Morgan Superior Court No. 3 shall not be assigned cases identified by case type "PL, CT, CC, MF." All other cases shall be assigned by the Clerk of Court as requested by the Plaintiff/Petitioner at the time of filing. If no specific court is requested by the Plaintiff/Petitioner, then the Clerk of Court shall assign the case to an appropriate court, consistent with this rule, in a random manner.

Rule LR55-AR15-1.___. Court Reporter Services

1.1. DEFINITIONS

The following definitions shall apply under this local rule.

1.1.1. A Court Reporter is an employee at will, not an independent contractor, not self-employed, subject to the control of the Judge, and is specifically designated to perform the official court reporting services for the court including preparing a transcript of the record.

1.1.2. "Equipment" means all physical items owned by the court or other governmental entity and used by a court reporter in performing court reporting services. Equipments 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.

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

1.1.4. “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.

1.1.5. “Recording” means the electronic, mechanical, and stenographic or other recording made as required by Indiana Rule of Trial Procedure 74.

1.1.6. “Regular Hours Worked” means those hours which the court is regularly scheduled to work during any given work week. Depending on the particular court, these hours may vary from court to court within the county but remain the same for each work week.

1.1.7. “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.

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

1.1.9. “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.

1.1.10. “Court” means that particular court for which the court reporter performs services. Court may also mean all of the courts in Morgan County.

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

1.1.12. “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.

1.1.13. “Private transcript” means a transcript, including but not limited to, a deposition transcript that is paid for by a private party.

1.2. SALARIES AND SCHEDULE OF FEES.

1.2.1. Court Reporters shall be paid an annual salary for time spent working under the control, direction and direct supervision of their supervising court during any regular fixed work hours. The Court, subject to funding and approval by the Morgan County Council, shall set the amount of annual salary paid to a Court Reporter.

1.2.2. The Court Reporter shall, if requested or ordered by the Judge of the Court, prepare any transcript during regular work hours. In the event that the preparation of a transcript cannot be completed during the regular fixed work hours, the Court Reporter shall be entitled to additional compensation beyond their regular annual salary as follows:

(a) Gap hours shall be paid in the amount equal to the hourly rate of the annual salary; and (b) Overtime hours shall be paid in the amount of one and one-half times the hourly rate of the annual salary. In the alternate, the Court Reporter may elect to take compensatory time off from regular fixed work hours in the amount equal to the number of gap hours worked, and in the amount of one and one-half time the number of overtime hours worked.

1.2.3. The Court Reporter shall designate his/her choice of the options set forth in paragraph 1.2.2 at the end of each pay period for which gap hours or overtime hours are claimed. The Judge of the Court supervising the Court Reporter may, in his or her discretion, order that compensatory time be paid in lieu of compensatory time off should such requirement be necessary, in the Court's discretion, to insure the proper operation of the Court, and as the Court's budget may permit.

1.2.4. If a Court Reporter prepares a transcript on county time for which he or she is claiming regular salary pay, then the Court Reporter shall not claim any per-page costs for preparing the transcript. If the Court Reporter is claiming a per-page cost for the transcript and if the Court Reporter is preparing the transcript on county time, then the Court Reporter shall not make claim for the regular or overtime hourly pay from the Court for that period of time; however, the Court Reporter may use any other accrued compensatory time, to which they are entitled, for the county time spent in preparing the transcript.

1.2.5. The maximum fees that a court reporter may charge for the preparation of a transcript shall be as stated in the following schedule of fees:

SCHEDULE OF FEES:

Appeal Transcript	$ 4.50 per page
Non-Appeal Transcript	$ 4.00 per page
Non-Appeal Expedited Transcript (0-14 days)	$ 6.00 per page
Charge for Certification Page	$ 10.00
Binding Transcript	Billed an hourly charge at 100% of court reporter's hourly wage then in effect.
Copy Fee for Transcript	$ 1.50 per page
* Preparation of any tape/CD copies of any hearing/trial [* Note: a tape or CD copy of any hearing or trial is not the official or certified record of the proceeding, and cannot be designated or used as such]	Minimum labor charge of $25.00 for the first hour of labor, then 100% of the Court Reporter's hourly pay rate, then in effect, for each hour of labor beyond the first hour, plus the actual cost of any supplies, tapes or CDs utilized.

The court reporter shall submit a claim directly to the county for the preparation of any county or state indigent transcripts.

1.2.6 The Court Reporter shall ensure that each transcript is prepared in accordance with the Indiana Rules of Appellate Procedure, shall verify the accuracy of the transcript, make any necessary corrections, and shall certify the transcript.

1.2.7. 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 report shall be made on forms prescribed by the Division of State Court Administration.

1.3. PRIVATE PRACTICE.

1.3.1. 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 presiding Judge of the Court agrees to the use of the court equipments for such purpose, the Court and the Court Reporter shall enter into a written agreement which must, at a minimum, designate the following: (1) the reasonable market rate for the use of equipment, work space and supplies; (2) the method by which records are to be kept for the use of equipment, work space and supplies; and (3) the method by which the court reporter is to reimburse the Treasurer of Morgan County for the use of the court equipment, work space and supplies.

1.3.2. 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.

1.4. SUBCONTRACTING THE PREPARATION OF A TRANSCRIPT

1.4.1. If the Court Reporter elects to have the initial draft of a transcript prepared by a subcontractor, then the subcontractor shall be entitled to one-half of the per-page fee charged by the Court Reporter, unless otherwise agreed by the Court Reporter and the subcontractor. If a subcontractor is utilized in the preparation of a county or state indigent transcript, the subcontractor and the Court Reporter must submit their respective claim for services to the presiding Judge of the Court, on a form approved by the State Board of Accounts.

1.4.2. The Court Reporter shall ensure that each transcript drafted by a subcontractor is prepared in accordance with the Indiana Rules of Appellate Procedure, shall verify the accuracy of the transcript, make any necessary corrections, and shall certify the transcript.

Appendices

Published Administrative Orders of the Morgan Circuit and Superior Courts

Appendix 1: General Order Establishing Bail Procedure for Criminal Cases Filed in the Morgan Circuit and Superior Courts (effective 7-1-2006)

Appendix 2: Order Publishing Local Rule under Trial Rule 79(H): Selection of Special Judges (effective 10-1-1995)

Appendix 3: Standing Order to Attend "Children Cope With Divorce" Seminar (effective 9-23-2005)

Appendix 4: Public Restitution Program Participation (effective 4-4-2002)

Appendix 5: Order Prohibiting Video, Photographic and Audio Recording Devices (effective 11-9-2001)

Appendix 6: Indigent Defendant Public Defender Services Fee (effective 8-29-2001)

Appendix 7: Order re: Form of Return on Service of Process (effective 5-15-2006)

Appendix 8: Administrative Order: Filing for Divorce Without an Attorney (effective 5-4-2006)

Appendix 9: Administrative Order: Filing of Protective Orders (effective 7-1-2006)

Appendix 10: Administrative Order: Order Designating Judge of Morgan Circuit, Superior Court No. 1, Superior Court No. 2, Superior Court No. 3 to serve as Judge in any of the Morgan Circuit and Superior Courts (effective 1-4-2001)

MORGAN CIRCUIT COURT
CASE NO: 55C01-0601-MI-1

MORGAN SUPERIOR COURT 2
CASE NO: 55D02-0601-MI-1

MORGAN SUPERIOR COURT 1
CASE NO: 55D01-0601-MI-1

MORGAN SUPERIOR COURT 3
CASE NO: 55D03-0601-MI-1

IN RE: ADMINISTRATIVE ORDERS

ORDER ESTABLISHING BAIL PROCEDURE FOR CRIMINAL CASES FILED IN THE MORGAN CIRCUIT AND SUPERIOR COURTS
(Effective July 1, 2006)

Acting under the authority of I.C. 35-33-8-4, the Courts now issue the following Order relative to bail in criminal cases:

1. All warrants issued by the Morgan Circuit and Superior Courts shall have the amount of bail endorsed on the warrant. In all other cases, the **Bail Schedule** established by this order, and **marked as Attachment 1**, shall apply.

2. If the defendant is presently out on bail on a pending criminal case then:

   (a) If the new arrest is for a Misdemeanor the amount of bail to be posted shall be double the amount stated in the bail schedule, or,

   (b) If the new arrest is for a Felony, the defendant shall not be released on bail by the Sheriff's Department and bail will be determined by the Court at the defendant's first court appearance.

3. If the defendant is presently on probation or parole, the defendant shall be held without bail until the defendant's court appearance. Bail, if any, will be set by the Court to which the case is assigned.

4. If the Sheriff of Morgan County believes that the bail to be posted in a case should be less than the amount set on the warrant or pursuant to the bail schedule, he may contact the Magistrate for authorization to reduce the bail. If the Magistrate is not available, then the Sheriff may contact the Judge of one of the other courts. Any such request must be made personally by the Sheriff, or, if he is unavailable, by his Chief Deputy.

5. The Sheriff of Morgan County has the express authority to refuse to release a person on bail pursuant to this order if the Sheriff has specific information sufficient to convince a reasonable man that there is a substantial risk that the defendant will not appear. In those cases, bail will be set by the Court at the defendant's first appearance before the Court.

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6. In every case where the defendant is accused of **battery, domestic violence, sexual misconduct or child molesting**, the defendant shall not be released on bail prior to appearing before the Judge or Magistrate, and the defendant is served with a "no contact order" or protective order by the Court, which shall become a condition of any bail.

7. The Sheriff of Morgan County and/or his designee shall have the authority to detain a person under the influence of intoxicating liquor or drugs until such time as he may be safely released without danger to himself or others. In no case shall the person be released in less than four hours. The Sheriff may consider:

   (a) Whether the defendant is going to immediately drive a vehicle.

   (b) Whether the defendant is being released to the custody of a parent, a relative or other responsible person.

   (c) The blood alcohol level of the defendant at the time of his arrest.

   (d) Any other factors relevant to whether the defendant can be safely released without danger to himself or others.

8. If the defendant is arrested for more than one charge, then the bail under this schedule Shall be established as follows:

   (a) In all cases where at least one felony is being charged, the bond shall be the aggregate amount of the offenses charged—i.e., if the defendant is charged with Burglary as a Class C Felony and Theft as a Class D Felony, the bail would be a total of $7,500 surety plus $800 cash.

   (b) In cases involving misdemeanors only, the bond shall be for the single highest offenses—i.e., if the defendant is charged with a Class A Misdemeanor and a Class B Misdemeanor and a Class C Misdemeanor, bail would be in the amount of $1,500 surety plus $450 cash.

9. If the defendant has a prior felony conviction or a prior conviction for the same charge for which he has been arrested, bail should be double the amount stated in the bail schedule.

10. In all cases where the defendant is released under the provisions of this order, the Morgan County Prosecuting Attorney's Office shall be notified the morning of the next business day by the Morgan County Sheriff's Department that the defendant has been released, the charges he was arrested for, and the date he was ordered to appear for the Initial Hearing.

11. This order does not apply to any juvenile offenders.

12. The Court may, under I.C. 35-33-8-3.2, order the defendant and each person who makes a cash deposit bail under the Morgan County Bail Schedule on behalf of a defendant, to execute a **Cash Bond Agreement** in the form shown as **Attachment 2** of this order. The agreement allows the court to retain all or any part of the cash deposit to pay publicly paid costs of representation and fines, court costs, fees and restitution that the Court may order the defendant to pay if the defendant is convicted.

13. Bail may be posted under I.C. 35-33-8-3.2(A), (C) & (E) as follows:

    A. The court will accept only a combination of surety or property plus cash as set out in the attached Morgan County Bail Schedule

    B. Property bond shall be secured by real estate located in Morgan County where Thirty-three hundredth (0.33) of true tax value less encumbrances is at least the amount of the bond. The owner of the property by I.C. 27-10-2-4 must have lived in Morgan County for one (1) year, be a United States Citizen, at least eight-teen (18) years of age, and be related to the defendant within the third degree of affinity.

    C. Surety bond shall be posted by an insurer as defined by and meeting the qualifications of I.C. 27-1-5-1 and bail agent as defined by I.C. 27-10-1-4.

    D. Cash shall be United States currency only.

14. This order is effective July 1, 2006 and supersedes any other previous orders relating to bail issued by the Morgan Circuit and Superior Courts.

SO ORDERED:

Matthew G. Hanson
Judge, Morgan Circuit Court

Christopher L. Burnham
Judge, Morgan Superior Court No. 2

G. Thomas Gray
Judge, Morgan Superior Court No. 1

Jane Spencer Craney
Judge, Morgan Superior Court No. 3

Distribution:
R.J.O.
Clerk of Court
Director of Court Services
Miscellaneous Orders file of each Court
Morgan County Sheriff
Morgan County Prosecuting Attorney
Judge, Martinsville City Court
Judge, Mooresville Town Court

MORGAN CIRCUIT COURT
CASE NO: 55C01-0601-MI-1

MORGAN SUPERIOR COURT 1
CASE NO: 55D01-0601-MI-1

MORGAN SUPERIOR COURT 2
CASE NO: 55D02-0601-MI-1

MORGAN SUPERIOR COURT 3
CASE NO: 55D03-0601-MI-1

BAIL SCHEDULE FOR CRIMINAL CASES FILED IN FOR THE MORGAN CIRCUIT AND SUPERIOR COURTS

(Effective July 1, 2006)

MURDER	NO BOND
HABITUAL CRIMINAL	BAIL WILL BE DETERMINED BY THE COURT AT THE DEFENDANT'S FIRST COURT APPEARANCE
CLASS A FELONY	$30,000 SURETY OR PROPERTY PLUS $2,000 CASH
CLASS B FELONY	$10,000 SURETY OR PROPERTY PLUS $500 CASH
CLASS C FELONY	
(a) against persons	$5,000 SURETY OR PROPERTY PLUS $300 CASH
(b) against property	$3,000 SURETY OR PROPERTY PLUS $300 CASH
CLASS D FELONY	
(a) against persons	$2,500 SURETY OR PROPERTY PLUS $500 CASH
(b) against property	$2,000 SURETY OR PROPERTY PLUS $500 CASH
CLASS A MISDEMEANOR	$1,500 SURETY OR PROPERTY PLUS $450 CASH
CLASS B MISDEMEANOR	$1,000 SURETY OR PROPERTY PLUS $300 CASH
CLASS C MISDEMEANOR [OPERATING WITH .08 A.C.E.]	$1,500 SURETY OR PROPERTY PLUS $450 CASH
CLASS C MISDEMEANOR [ALL OTHER C MISDEMEANORS]	$300 CASH

ATTACHMENT 1 TO ORDER RE: BAIL PROCEDURE (effective 7-1-2006)

CASH BOND AGREEMENT UNDER - I.C. 35-33-8-3.2

By authority of I.C. 35-33-8-3.2, the Court may take all of the cash bond posted for a person, if convicted, for payment of public defenders, fines, costs, fees and restitution.

****This means you may not get any of your money back if the person is convicted.****

I acknowledge I have read this document. I understand I may not get any of my money back that I post for a cash bond for _____.

NAME OF DEFENDANT

_____

Signature of Defendant

_____

SIGNATURE OF PERSON POSTING CASH BOND

_____

PRINTED NAME of Person Posting Cash Bond

DATE:_____ _____

Signature of Witness (Jail Staff)

TO BE FILED IN CASE NUMBER: 55_____-_____-_____-_____

[NOTE: Jail Staff/Clerk: attach this signed Cash Bond Agreement to the Cash Bond Receipt for filing with the Court receiving the criminal charges]

MORGAN CIRCUIT COURT
CASE NO. 55C01-9501-MI-1

MORGAN SUPERIOR COURT NO. 1
CASE NO. 55D01-9501-MI-1

MORGAN SUPERIOR COURT NO. 2
CASE NO. 55D02-9501-MI-1

MORGAN SUPERIOR COURT NO. 3
CASE NO. 55E01-9501-MI-1

IN RE ADMINISTRATIVE ORDERS

ORDER PUBLISHING LOCAL RULE UNDER TRIAL RULE 79(H)
SELECTION OF SPECIAL JUDGES

The Judges of the Circuit and Superior Courts in Morgan, Boone, Hendricks, Johnson, Shelby, Hancock and Hamilton Counties having forwarded for approval by the Indiana Supreme Court local rules for the assignment of Special Judges in accordance with Trial Rule 79(H); and

The Indiana Supreme Court, by Order issued September 30, 1995, having approved the "Coordinated Local Rule of the Counties of: Boone, Hendricks, Morgan, Johnson, Shelby, Hancock and Hamilton Enacted in Compliance with Trial Rule 79(H)," to become effective October 1, 1995:

IT IS ORDERED that the "Local Rules for Selection of Special Judges in the Morgan County Circuit and Superior Courts," attached hereto and incorporated herein, are hereby approved, adopted and enacted, **effective OCTOBER 1, 1995.**

IT IS FURTHER ORDERED that the Clerk of Morgan County shall enter this Order in the Records of Judgments and Orders of each Court, shall post this Order in the Office of the Clerk of Morgan County, and shall forward a copy to the President, Morgan County Bar Association for further distribution.

SO ORDERED: _____

James E. Harris, Judge
Morgan Circuit Court

G. Thomas Gray, Judge
Morgan Superior Court No. 1

Christopher L. Burnham, Judge
Morgan Superior Court No. 2

Jane Spencer Craney, Judge
Morgan Superior Court No. 3

LOCAL RULES FOR SELECTION OF SPECIAL JUDGES IN THE MORGAN COUNTY CIRCUIT AND SUPERIOR COURTS

RULE 1 - AUTHORITY:

These rules are hereby promulgated pursuant to the authority of the Indiana Rules of Trial Procedure, Trial Rule 79.

RULE 2 - CASE APPOINTMENT:

(A) The parties may agree, in writing, to a particular special judge. If no agreement, or that judge fails to accept the appointment, then

(B) The parties may agree, in writing, to the appointment of a special judge by the regular judge of the court where the case is pending. If no agreement, or that judge fails to accept the appointment, then

(C) The regular judge of the court where the case is pending shall name a panel consisting of the other regular judges and magistrates in Morgan County. If no selection is made under this subsection, or that judge fails to accept the appointment, then

(D) The regular judge of the court where the case is pending shall appoint a special judge, on a rotating basis, from a list of the judges and magistrates in the Circuit and Superior Courts of Hendricks and Johnson Counties.

(E) If a special judge is not selected using the procedure set out in Trial Rule 79, then the regular judge of the court where the case is pending shall certify the same to the Indiana Supreme Court for appointment of a special judge.

SO ADOPTED THIS 29TH DAY OF AUGUST, 1995

James E. Harris, Judge
Morgan Circuit Court

Christopher L. Burnham, Judge
Morgan Superior Court No. 2

G. Thomas Gray, Judge
Morgan Superior Court No. 1

Jane Spencer Craney
Morgan Superior Court No. 3

MORGAN CIRCUIT COURT
CASE NO: 55C01-0509-MI-1

MORGAN SUPERIOR COURT 2
CASE NO: 55D02-0509-MI-1

MORGAN SUPERIOR COURT 1
CASE NO: 55D01-0509-MI-1

MORGAN SUPERIOR COURT 3
CASE NO: 55D03-0509-MI-1

IN RE: ADMINISTRATIVE ORDERS

FILED

STANDING ORDER TO ATTEND "CHILDREN COPE WITH DIVORCE" SEMINAR

SEP 23 2005

Vicki Kinett
CLERK CIRCUIT COURT

The Circuit and Superior Courts of Morgan County, having jurisdiction of dissolution of marriage cases and exercising their inherent authority to order conciliation procedures and related services, find that it would be in the best interest of minor child or children of the parties to encourage conciliation and cooperation between divorcing parents and their children. The courts further find that the "Children Cope With Divorce" Seminar will:

1) Aid the parents in custody, support, and visitation decisions;

2) Aid the Courts in maximizing the use of the Courts' time;

3) Encourage agreements between the parties concerning matters related to and affecting their children.

Therefore, the courts of Morgan County order both parents in any Dissolution of Marriage case in which there are minor children to attend the seminar entitled "Children Cope With Divorce." Attendance is mandatory for all parents in such cases filed on or after August 10, 1992 if there are children under 18 years of age. The four-hour course must be completed within 60 days of receipt of this Order, and the parents shall pay the costs of this program, which is $45 per person (effective October 1, 2005).

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the parties in this case shall register for said seminar as instructed in a brochure to be attached to a copy of this Order and served upon the parties herein. Registration shall be made within 15 days of notice of this Order.

Failure to register for and complete the seminar could result in a party having to show cause why he/she should not be held in contempt of court and may delay final resolution of this case.

The Sheriff of Morgan County is ordered to serve notice of this Order on the Respondent when the Petition for Dissolution is served and make return thereon.

SO ORDERED: September 21,2005

Matthew G. Hanson
Judge, Morgan Circuit Court

Christopher L. Burnham
Judge, Morgan Superior Court No. 2

G. Thomas Gray
Judge, Morgan Superior Court No. 1

Jane Spencer Craney
Judge, Morgan Superior Court No. 3

MORGAN CIRCUIT COURT
CASE NO: 55C01-0101-MI-1

MORGAN SUPERIOR COURT 2
CASE NO: 55D02-0101-MI-1

MORGAN SUPERIOR COURT 1
CASE NO: 55D01-0101-MI-1

MORGAN SUPERIOR COURT 3
CASE NO: 55D03-0101-MI-1

IN RE: ADMINISTRATIVE ORDERS

REVISED ORDER RE: PUBLIC RESTITUTION PROGRAM PARTICIPATION

WHEREAS the Circuit, Superior and County Courts of Morgan County issued an "Order Re: Public Restitution Program Participation" on June 4, 1992; and on June 10, 1999 said order was revised;

WHEREAS said Order was revised to reflect the fact that persons sentenced to commitment in the Indiana Department of Correction are not entitled to participation in the local Community Corrections Public Restitution program after the date of their sentence.

IT IS ORDERED that effective upon the date of this Revised Order, the following rules and guidelines concerning the Public Restitution Program, and credit participation therein, are revised and enacted as follows:

1) Persons sentenced to commitment in the Morgan County Jail for Class A, B and C Misdemeanors, non-violent Class D Felonies, and non-violent Class C Felonies may voluntarily participate in the Public Restitution Program, with the approval of the Community Corrections Officer and the Morgan County Sheriff.

    (a) Each person who successfully completes the Public Restitution Program participation shall receive 1 day of credit time against their sentence for each week worked, in addition to any other credit time earned by the law.

    (b) Each person who successfully completes duties as a Trusty of the Morgan County Jail shall receive 1 day of credit time for each week worked, in addition to any other credit time earned by law.

    (c) Persons successfully completing exemplary projects may be awarded additional credit time in the amount of 1 day for each week worked, within the discretion of the Community Corrections Officer.

2) Persons sentenced to commitment in the Indiana Department of Correction and awaiting admission and transfer to a Department of Correction facility are not permitted to participate in the Public Restitution Program.

IT IS FURTHER ORDERED that the Clerk of Morgan County shall enter this Order in the Records of Judgments and Orders of each Court, shall post this Order in the Office of the Clerk of Morgan County, and shall distribute this Order to the Sheriff of Morgan County and the Community Corrections Officer. The Sheriff of Morgan County shall post this Order in the Morgan County Jail.

SO ORDERED: 4 April 2002

Matthew G. Hanson
Judge, Morgan Circuit Court

Christopher L. Burnham
Pro Tempore
Judge, Morgan Superior Court No. 2

G. Thomas Gray
Judge, Morgan Superior Court No. 1

Jane Spencer Craney
Judge, Morgan Superior Court No. 3

Distribution:
File (Each Court)
R.J.O. (Each Court)
Clerk of Court
Sheriff of Morgan County
Community Corrections Officer

MORGAN CIRCUIT COURT
CASE NO. 55C01-0101-MI-1

MORGAN SUPERIOR COURT 1
CASE NO. 55D01-0101-MI-1

MORGAN SUPERIOR COURT 2
CASE NO. 55D02-0101-MI-1

MORGAN SUPERIOR COURT 3
CASE NO. 55D03-0101-MI-1

IN RE ADMINISTRATIVE ORDERS:

ORDER PROHIBITING VIDEO, PHOTOGRAPHIC AND AUDIO RECORDING DEVICES IN ANY COURTROOMS, COURT OFFICES AND AREAS IMMEDIATELY ADJACENT THERETO, AND UPON THE ENTIRE SECOND FLOOR OF THE MORGAN COUNTY COURTHOUSE

WHEREAS, the Indiana Code of Judicial Conduct, Canon 3(B)(13), promulgated by the Indiana Supreme Court directs that a Judge shall **prohibit** broadcasting, television, recording or the taking of photographs in the courtroom and areas immediately adjacent thereto during session of court or recesses between sessions:

IT IS THEREFORE ORDERED that, effective immediately and until further order of the Courts, the **use of any video, photographic or audio recording device is prohibited in**:

1. Any courtroom (Circuit Court, Superior Courts 1, 2 and 3 and Magistrate Court) within the confines of the Morgan County Courthouse;

2. Any office spaces or jury rooms of the Circuit Court, Superior Courts 1, 2 and 3 and Magistrate Court;

3. Any areas immediately adjacent to the courtrooms, office spaces or jury rooms of the Circuit Court, Superior Courts 1, 2 and 3 and the Magistrate Court; *and*

4. Given the congestion of the hallway on the second floor of the courthouse and the proximity of courtrooms, court office spaces and jury rooms of the Circuit Court, Superior Courts 1 and 3 upon the second floor of the Courthouse to said hallway, ***any hallway*** upon the

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second floor of the Morgan County Courthouse.

IT IS FURTHER ORDERED that persons violating the terms of this Order are subject to immediate attachment and punishment for **direct contempt** of Court orders.

IT IS FURTHER ORDERED that the Courthouse Security Officer shall post appropriate notices to the public in the Morgan County Courthouse public hallways and entrances consistent with the directives of this order.

SO ORDERED: 11-9-2001

Matthew G. Hanson
Judge, Morgan Circuit Court

G. Thomas Gray
Judge, Morgan Superior Court No.1

Christopher L. Burnham
Judge, Morgan Superior Court No. 2

Jane Spencer Craney
Judge, Morgan Superior Court No. 3

Distribution:
File
R.J.O.
Clerk of Courts
Courthouse Security Officer
Sheriff, Morgan County

MORGAN CIRCUIT COURT
CASE NO. 55C01-0101-MI-1

MORGAN SUPERIOR COURT 1
CASE NO. 55D01-0101-MI-1

MORGAN SUPERIOR COURT 2
CASE NO. 55D02-0101-MI-1

MORGAN SUPERIOR COURT 3
CASE NO. 55D03-0101-MI-1

FILED
AUG 29 2001
Vickie Kinett
CLERK SUPERIOR COURT 2

IN RE ADMINISTRATIVE ORDERS:

INDIGENT DEFENDANT PUBLIC DEFENDER SERVICES FEE, I.C. 35-33-7-6

Effective September 1, 2001, the Circuit and Superior Courts shall assess an indigent defendant public defender services fee as authorized by I.C. 35-33-7-6 in all adult criminal cases in which the defendant is assigned indigent counsel, and if the Court finds that the person is able to pay part of the cost of representation by assigned counsel. The fee assessed and ordered payable by the defendant shall be:

For Felony actions (CF, DF):	$100.00
For Misdemeanor actions (CM):	$ 50.00

The Clerk of Court shall deposit fees collected under this statute in the Morgan County Supplemental Public Defender Services Fund established under I.C. 33-9-11.5-1.

SO ORDERED: August 28, 2001

Matthew G. Hanson
Judge, Morgan Circuit Court

G. Thomas Gray
Judge, Morgan Superior Court No.1

Christopher L. Burnham
Judge, Morgan Superior Court No. 2

Jane Spencer Craney
Judge, Morgan Superior Court No. 3

Distribution:
File
R.J.O.
Prosecuting Attorney
Director, Court Services
Morgan Co. Bar Association

MORGAN CIRCUIT COURT
CASE NO: 55C01-0601-MI-1

MORGAN SUPERIOR COURT 2
CASE NO: 55D02-0601-MI-1

MORGAN SUPERIOR COURT I
CASE NO: 55D01-0601-MI-1

MORGAN SUPERIOR COURT 3
CASE NO: 55D03-0601-MI-1

IN RE: ADMINISTRATIVE ORDERS

ORDER RE: FORM OF RETURN ON SERVICE OF PROCESS

In order to provide for a uniform means for return of process which provides the Courts and the litigants with unequivocal information regarding the method of service of process in all suits pending before the Courts and specific information as to whether or not service in a given case complies with Trial Rule 4 of the Indiana Rules of Trial Procedure,

IT IS HEREBY ORDERED that effective on the date of the Order, all persons practicing in the above courts shall, when requesting service of any pleading, order, notice or subpoena by which is set forth below, or in the alternative a form for return which contains spaces for substantially the same regarding service as attached and this form may be attached as a separate sheet of paper to the document to be served or may be reproduced on the back of the last page of the documents to be served.

IT IS FURTHER ORDERED, that the Clerk of Morgan County shall enter this Order in the Records of Judgments and Orders of each Court, shall post this Order in the Office of the Clerk of Morgan County, and shall distribute this Order to the Sheriff of Morgan County.

SO ORDERED, THIS 15 DAY OF MAY, 2006

Matthew G. Hanson, Judge
Morgan Circuit Court

G. Thomas Gray, Judge
Morgan Superior Court 1

Christopher L. Burnham, Judge
Morgan Superior Court 2

Jane Spencer Craney, Judge
Morgan Superior Court 3

Distribution:
RJO
Clerk of Court
Director of Court Services
Sheriff of Morgan County
Miscellaneous Orders file of each Court
Morgan County Local Rules

FILED
MAY 15 2006
Vickie Kivett
CIRCUIT COURT CLERK

STATE OF INDIANA – COUNTY OF MORGAN
MORGAN _____ COURT
CASE NUMBER: _____

RETURN OF SERVICE

The undersigned certifies that a copy of this Order has been served:

[ ] By delivering a copy of this order personally to the person to be served on the _____ day of _____, 2006 at _____ a.m./p.m.
The address of the person served is:
[ ] as stated on the face of the order
[ ] at _____

[ ] By leaving a copy of the order with a person of suitable age and discretion, said person being _____, located at the dwelling house or usual place of abode of the person to be served. Residence was verified by _____
[ ] In addition, A COPY OF THE ORDER WAS MAILED ON THE _____ day of _____, 2006.
[ ] to the address stated on the face of the order
[ ] to _____

[ ] By leaving a copy of the order at the dwelling house or usual place of abode of the person to be served. Residency was verified by _____, and copy was left on the _____ day of _____, 2006.
[ ] In addition, A COPY OF THE ORDER WAS MAILED ON THE _____ day of _____, 2006.
[ ] to the address stated on the face of the order
[ ] to _____

[ ] The undersigned certifies to the Court that this Order has not been served because:
[ ] the person to be served no longer lives in Morgan County, with a new address at: _____
_____
[ ] the person to be served cannot be located in Morgan County.

, SHERIFF

By: _____

For use by person who completed service by mailing, if different than process server making return above.

[ ] I certify that I mailed a copy of the above order to the person to be served, first class mail on the _____ day of _____, 2006
[ ] or at the address stated on the face of the document.

, SHERIFF

By: _____

FILED

MAY - 4 2006

MORGAN SUPERIOR COURT 2

MORGAN CIRCUIT COURT
CASE NO: 55C01-0601-MI-1

MORGAN SUPERIOR COURT 2
CASE NO: 55D02-0601-MI-1

MORGAN SUPERIOR COURT 1
CASE NO: 55D01-0601-MI-1

MORGAN SUPERIOR COURT 3
CASE NO: 55D03-0601-MI-1

IN RE: ADMINISTRATIVE ORDERS

FILING FOR DIVORCE WITHOUT AN ATTORNEY

In Morgan County, you have the right to file for a divorce without hiring an attorney. You should be aware, however, that the Clerk's office, Court staff and the judge **cannot and will not** give you legal help or advice regarding how to file and prepare your case. If you file without an attorney, you will still be held to the same standards as an actual attorney. Therefore, the following rules must be followed:

1. You must file a petition for divorce called a "Petition for Dissolution of Marriage" which meets all of the requirements found in Title 31 of the Indiana Code. Any petition that does not meet the requirements will be dismissed.
   a) You may be able to find a copy of the Indiana Code at the Morgan County library or on the Internet. Some web sites that may be helpful to you include:
      1> http://www.in.gov/judiciary/supreme/
      2> http://www.state.in.us/legislative/ic/code/
      3> http://www.in.gov/judiciary/
   b) If you have children from this marriage, you must fill out and file your "Child Support Information Sheet" and "Child Support Obligation Worksheet", when you file your "Petition for Dissolution of Marriage". A child support calculator can also be found at www.in.gov/judiciary/childsupport/.

2. You must correctly and completely file with your "Petition" a "Summons".
   a) A "Summons" is a form that informs your spouse that you have filed for divorce. The "Summons" form may be picked up at the Clerk's office in the courthouse.
   b) The "Summons" will be served on your spouse, in person or by mail, informing your spouse you have filed for divorce.
   c) Your spouse may be served either by certified mail or the sheriff. For service by certified mail you must provide the correct address of your spouse. (No P.O. Box) For service by the sheriff, you must provide the proper address and county in which your spouse lives.

3. You have the right to ask the Court for a "Temporary Order" regarding custody of children, visitation, possession of property, payment of debts, spousal maintenance, restraining orders and child support while you wait for your divorce to be finalized. You must request a hearing in writing if you

intend to seek any type of "Temporary Order". **This hearing will not be automatically set**.

4. The filing of a "Petition" does not mean that you are divorced. In order to get a "Final Dissolution Decree", after sixty (60) days of filing your "Petition of Marriage", you must do one of the following:
   a) In writing, request a "Final Hearing" and then appear on that date. A hearing is **not** automatically set.

OR

   b) If you agree on how to split everything from your marriage (for example: both of you agree on how to split all money, property, child custody, etc.), no hearing will be necessary if the judge approves your "Final Dissolution Decree". You must prepare and give to the court a "Final Dissolution Decree" that sets out all of your agreements regarding property, child custody and support. Therefore, if you have no contested issues you should prepare and file the following:
      1) A "Waiver of Final Hearing", which needs to be signed and notarized or attested to by you and your spouse.
      2) A proposed "Final Dissolution Decree" setting out the agreements regarding money, property, child custody, etc., to which you have both agreed.
      3) If you have children from the marriage, a "Child Support Information Sheet", "Child Support Obligation Worksheet" and "Children Cope With Divorce" certificates.

5. If you have children from your marriage:
   a) You must fill out and follow the Child Support Guidelines attached to this packet. The "Child Support Information Sheet" and "Child Support Obligation Worksheet" must be filed with your initial "Petition" as well as your "Final Dissolution Decree".
   b) If your children are under eighteen (18) years old at the time of filing your "Petition", both you and your spouse must attend the "Children Cope With Divorce" program. (see attached) Once you both complete the course, you must both file certificates of completion with the Court before a final hearing will be set.

6. If you and your spouse cannot agree and decide to have a "Final Hearing":
   a) You should appear at Court with all of your evidence and witnesses, and check in with the Court staff.
   b) At the "Final Hearing" the Judge will place all witnesses under oath, and you must then present the evidence required in Title 31 to receive a "Final Dissolution Decree". You will be your own attorney, and must present your own evidence and question your

own witnesses. If you fail to present the necessary evidence, your divorce will not be granted, and the hearing will be continued for you to hire an attorney. If, at the second hearing, you again fail to present the required statutory evidence, your "Petition" will be dismissed.

c) You should prepare and give to the Court a proposed "Decree of Dissolution of Marriage", that states what you want the Court to agree to at the "Final Hearing"

1> The Court may use all, some or none of your "Decree" when making its' "Final Dissolution Decree".

7. If you or your spouse are incarcerated at the time of the "Final Hearing", the Court will not assist you or your spouse in appearing at the hearing. If either of you fail to appear for the "Final Hearing", a divorce may still be granted if the party that appears presents the Title 31 statutory evidence.

8. Once you receive a signed "Final Dissolution Decree", your divorce is final.

9. If you require legal assistance, but cannot afford an attorney, you may wish to contact the following sources:
   a) Morgan County Bar Association
   b) Legal Services Organization
   c) Community Legal Clinic (812) 855-9229

Matthew G. Hanson, Judge
Morgan Circuit Court 5/4/06

G. Thomas Gray, Judge
Morgan Superior Court 1

Christopher Burnham, Judge
Morgan Superior Court 2

Jane Spencer Craney, Judge
Morgan Superior Court 3

THE COURTS DO NOT VOUCH FOR THE ACCURACY OF ANY OF THE INFORMATION OBTAINED FROM ANY OF THESE SOURCES

Attachments: Morgan County Visitation Guidelines, "Children Cope With Divorce" Information, Clerk's Child Support Information Sheet, Child Support Worksheet, State of Indiana Guideline Schedules for Weekly Support Payments

Distribution:
RJO
Sheriff of Morgan County
Clerk of Court
Miscellaneous Orders file of each Court
Director of Court Services

MORGAN CIRCUIT COURT
CASE NO: 55C01-0601-MI-1

MORGAN SUPERIOR COURT 2
CASE NO: 55D02-0601-MI-1

MORGAN SUPERIOR COURT I
CASE NO: 55D01-0601-MI-1

MORGAN SUPERIOR COURT 3
CASE NO: 55D03-0601-MI-1

IN RE: ADMINISTRATIVE ORDERS

ORDER RE: FILING OF PROTECTIVE ORDERS
(Effective July 1, 2006)

To provide for equal distribution of the caseload regarding petitions for protective orders filed in Morgan County, the Morgan Circuit and Superior Courts hereby establish the procedure for filing and assignment of petitions for protective orders. This order will govern the filing of any petition for a protective order that is filed in the Morgan Circuit and Superior Courts unless a petition for a protective order is required to be filed with a particular court as required by law.

IT IS HEREBY ORDERED that effective July 1, 2006, except as otherwise set forth below, that all petitions for protective orders shall be filed in the Morgan Circuit and Superior Courts as follows:

Superior Court III	(1st Quarter of calendar year)
Superior Court II	(2nd Quarter of calendar year)
Superior Court I	(3rd Quarter of calendar year)
Circuit Court	(4th Quarter of calendar year)

IT IS FURTHER ORDERED, that, notwithstanding this quarterly case filing schedule, a petition for a protective order shall be filed in the same Court where a case involving the same parties is already pending or to be filed. For example, any petition for a protective order that involves the same parties to a divorce proceeding already pending, or to be filed, shall be filed in the Court where the divorce proceeding is pending or to be filed. Further, any petition for a protective order that relates to a party or child in a CHINS, Guardianship, or Delinquency case shall be filed in the Court where that case is pending or is to be filed.

IT IS FURTHER ORDERED, that the Clerk of Morgan County shall enter this Order in the Records of Judgments and Orders of each Court, shall post this Order in the Office of the Clerk of Morgan County, and shall distribute this Order to the Prosecuting Attorney and the Sheriff of Morgan County.

SO ORDERED, THIS 23 DAY OF MAY, 2006

Matthew G. Hanson, Judge
Morgan Circuit Court

G. Thomas Gray, Judge
Morgan Superior Court 1

Christopher L. Burnham, Judge
Morgan Superior Court 2

Jane Spencer Craney, Judge
Morgan Superior Court 3

Distribution:
RJO
Clerk of Court
Director of Court Services
Prosecuting Attorney, Morgan County
Sheriff of Morgan County
Miscellaneous Orders file of each Court

FILED
MAY 23 2006
Vickie Kivett
CIRCUIT COURT CLERK

MORGAN CIRCUIT COURT
CASE NO: 55C01-0101-MI-1

MORGAN SUPERIOR COURT 1
CASE NO: 55D01-0101-MI-1

MORGAN SUPERIOR COURT 2
CASE NO: 55D02-0101-MI-1

MORGAN SUPERIOR COURT 3
CASE NO: 55D03-0101-MI-1

FILED

JAN 8 2001

MORGAN SUPERIOR COURT 2

IN RE: ADMINISTRATIVE ORDERS

ORDER DESIGNATING THE JUDGE OF MORGAN CIRCUIT, SUPERIOR COURT NO. 1, SUPERIOR COURT NO. 2, SUPERIOR COURT NO. 3, TO SERVE AS JUDGE IN ANY OF THE MORGAN CIRCUIT AND SUPERIOR COURTS

The Judge of Morgan Circuit, Superior Court No. 1, Superior Court No. 2, and Superior Court No. 3, shall be authorized to sit as judge of any of the Morgan Circuit or Superior Courts, with the court's permission, in all matters pending before said Morgan Circuit and Superior Courts without limitation and without any further order, in the same manner and stead as if he or she was a judge of said Morgan County Circuit and Superior Courts, with all the rights and powers as if he or she was a duly elected judge of said court.

SO ORDERED: 1-4-2001

Matthew G. Hanson
Judge, Morgan Circuit Court

Christopher L. Burnham
Judge, Morgan Superior Court No. 2

G. Thomas Gray
Judge, Morgan Superior Court No. 1

Jane Spencer Craney
Judge, Morgan Superior Court No. 3

Distribution:
R.J.O.
Clerk of Court
Director of Court Services
Miscellaneous Orders file of each court