

LAPORTE COUNTY
.CIRCUIT AND SUPERIOR COURTS
Local Rules of Practice and Procedure

(Updated 2020)

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LR46 - TR 79 (H) - 1 Selection of Special Judges in Civil Cases
Change of judge and recusal or disqualification of a judge

In the absence of an agreement under Trial Rule 79 (D) resulting in a special judge accepting jurisdiction of the case, the clerk of the court shall assign the case to one of the other LaPorte County judges on a rotating basis. If a special judge is not selected and qualified from among the LaPorte County judges, then the clerk shall select a special judge on a rotating basis from fulltime judicial officers from contiguous counties and counties within the administrative district as follows:

Porter Circuit Court
Pulaski Superior Court
Porter Superior Court No. 1
Starke Circuit Court
Porter Superior Court No. 2
Pulaski Circuit Court
Porter Superior Court No. 3
Porter Superior Court No. 4
Porter Superior Court No. 5
Porter Superior Court No. 6

A judge appointed under this procedure must accept jurisdiction in the case unless the appointed special judge is disqualified pursuant to the Code of Judicial Conduct, ineligible to serve under Trial Rule 79, or excused from service by the Indiana Supreme Court.

In cases in which no full-time judicial officer is eligible to serve as special judge, or the particular circumstance of a case warrants selection of a special judge by the Indiana Supreme Court, the regular sitting judge under Trial Rule 79 (H) may certify the case to the Supreme Court for appointment of a special judge.

(Amended effective February 10, 2015)

LR 46 — CR 2.2—2 Assignment of Judges in Criminal Cases

Pursuant to Criminal Rule 2.2, Assignment of Cases, and in conjunction with the weighted caseload measures, the Judge of the LaPorte Circuit and the LaPorte Superior Courts No. 1, 2, 3, and 4, adopt the following:

The assignment of all felony and misdemeanor cases filed in LaPorte County shall be pursuant to the line of demarcation which runs east and west as follows: The line of demarcation is I-94 east to the intersection of Highway #20 and #35; east to the intersection of Highway #20 and State Road #2; east to the county line.

1. All felonies occurring south of the line of demarcation are assigned to . LaPorte Circuit Court.

2. All felonies, except for Level 6 felonies, occurring north of the line of demarcation are assigned to LaPorte Superior Court No. 1.
3. All misdemeanors occurring to the south of the line of demarcation are assigned to LaPorte Superior Court No. 3.
4. All Level 6 felonies and misdemeanors occurring north of the line of demarcation are assigned to LaPorte Superior Court No. 4.
5. Murder, Level 1, 2, 3, 4 and 5 felonies and misdemeanors arising out of the State Penal Institutions in LaPorte County are assigned to the LaPorte Superior Court No. 2

If the State of Indiana dismisses a criminal action and thereafter re-files the same charge, said charge must be re-filed per the "lines of demarcation".

In the event a change of Judge or the disqualification or recusal of a judge, the assignment of a successor Judge shall be as follows:

1. If from LaPorte Circuit Court, the Judge of LaPorte Superior Court 1 shall become the successor Judge.
2. If from LaPorte Superior Court No. 1, the Judge of LaPorte Circuit Court shall become the successor Judge.
3. If from LaPorte Superior Court No. 2, the Judge of Superior Court No. 4 shall become the successor Judge and vice versa.
4. If from Superior Court No. 3, the Judge of the LaPorte Circuit Court shall become the successor Judge.

If after the above transfer, the judge of the transferee court is unable to hear the case, then the clerk of the court shall assign the case to one of the other LaPorte County judges on a rotating basis.

If the above procedures do not result in the assignment of a successor judge, then the clerk of the court shall select a special judge, on a rotating basis, from contiguous counties and counties within the administrative district of the court, as follows:

Porter Circuit Court
Pulaski Superior Court
Porter Superior Court No. 1
Starke Circuit Court Porter
Superior Court No. 2
Pulaski Circuit Court

Porter Superior Court No. 3
Porter Superior Court No. 4
Porter Superior Court No. 5
Porter Superior Court No. 6

A judge appointed under this procedure must accept jurisdiction in the case unless the appointed special judge is disqualified pursuant to the Code of Judicial Conduct, ineligible to serve under Criminal Rule 13, or excused from service by the Indiana Supreme Court.

In cases in which no full-time judicial officer is eligible to serve as special judge, or the particular circumstance of a case warrants selection of a special judge by the Indiana Supreme Court, the regular sitting judge under Criminal Rule 13 (D) may certify the case to the Supreme Court for appointment of a special judge.

(Amended effective February 10, 2015)

LR46-AR 15-3 Court Reporting Services

Section One. Definitions: The following definitions shall apply under this local rule:

- (1) A *Court Reporter* is a person who is specifically designated by a Court to perform the official court reporting services for the Court including preparing a transcript of record.
- (2) *Equipment* means all physical items owned by the court or other governmental entity and used by a court reporter in performing court reporting services. Equipment shall include, but not be limited to, telephones, computer hardware, software programs, disks, and any other device used for recording, storing, and transcribing electronic data.
- (3) *Work Space* means that portion of the Court's facilities dedicated to each court reporter and shall include, but not be limited to, actual space in the courtroom and any designated office space.
- (4) *Page* means the page unit of transcript which results when a recording is transcribed in the form required by Indiana Rule of Appellate Procedure 7.2.
- (5) *Recording* means the electronic, mechanical, stenographic, or other recording made as required by Indiana Rule of Trial Procedure 74.
- (6) *Regular hours worked* means those hours which the court is regularly scheduled to work during any given 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.
- (7) *Gap hours worked* means those hours worked that are in excess of the regular hours worked but are hours not in excess of forty (40) hours per work week.
- (8) *Overtime hours worked* means those hours worked in excess of forty (40) hours per work week.

- (9) *Work week* means a seven (7) consecutive day week that consistently begins and ends on the same days throughout the year; i.e. Sunday through Saturday, Wednesday through Tuesday, Friday through Thursday.
- (10) *Court* means the particular court for which the court reporter performs services.
- (11) *County indigent transcript* means a transcript that is paid for from county funds and is to be used on behalf of a litigant who has been declared indigent by a Court.
- (12) *State indigent transcript* means a transcript that is paid for from state funds and is to be used on behalf of a litigant who has been declared indigent by a Court.
- (13) *Private transcript* means a transcript, including but not limited to a deposition transcript that is paid for by a private party.
- (14) *Expedited transcripts* are those which are requested to be completed within five (5) days.

Section Two. Salaries and Per Page Fees

- (1) Court reporters shall be paid an annual salary for time spent working under the control, direction, and direct supervision of their supervising Court.
- (2) The maximum per page fee a court reporter may charge for the preparation of a county or state indigent transcript shall be a regular page rate of \$4.50 per page; \$4.75 per page, appellate page rate; and an expedited rate of \$7.00 per page for expedited transcripts.
- (3) The maximum per page fee a court reporter may charge for the preparation of a private transcript shall be a regular page rate of \$5.00 per page; \$5.25 per page, appellate page rate; and an expedited rate of \$8.00 per page for expedited transcripts.
- (4) A minimum fee of \$50.00 shall be required for any transcript ordered. (This includes county and state indigent transcripts).
- (5) An additional labor charge approximating the hourly rate based upon the court reporter's annual court compensation may be charged for time spent binding the transcript and exhibit binders.
- (6) Each court reporter shall report, at least on an annual basis, all transcript fees received for the preparation of either county indigent, state indigent, or private transcripts to the Indiana Supreme Court Division of State Court Administration. The reporting shall be made on forms prescribed by the Division of State Court Administration.

Section Three. Private Practice

- (1) If a court reporter elects to engage in private practice through the recording of a deposition and/or preparing of a deposition transcript and the court reporter desires to utilize the court's equipment, work space and supplies, and the Court agrees to the use of the court equipment for such purpose, the Court and the court reporter shall enter into a written agreement which must, at a minimum, designate the following:
 - (a) The reasonable fair market rate for the use of equipment, work space and supplies;

(b) The method by which records are to be kept for the use of equipment, work space and supplies; and

(c) The method by which the court reporter is to reimburse the court for the use of the equipment, work space and supplies.

(2) If a court reporter elects to engage in private practice through the recording of a deposition and/or preparing of a deposition transcript, all such private practice work shall be conducted outside of regular working hours.

(Amended effective October 1, 2016.)

LR 46-AR1(E)-4 Caseload Allocation Plan

This matter came before the judges of the courts of record of this county pursuant to the "Order for Development of Local Caseload Plans" issued by the Indiana Supreme Court on the 16th day of July, 1999, in Indianapolis, Indiana, and the judge of this county having met and considered that order, together with the data and advisory materials related thereto provided by the Division of State Court Administration of the Indiana Supreme Court and those particular local factors that pertain to the efficient administration of justice, and being duly advised in the premises, now issue the following findings and rules pertaining to local caseloads of the courts of this county:

1. Based on the 2017 statistical data provided by the Division of State Court Administration of the Indiana Supreme Court, the average weighted caseload utilization for La Porte County Courts is 119%.

2. Consistent with the stated policy and purposes of the Indiana Supreme Court's "Order for Development of Local Caseload Plans" issued July 16, 1999, the following considerations bear import to the effective use of judicial resources and the effective access of La Porte County citizens to the Courts:

a) La Porte County's five courts and their companion clerk's offices are located in three separate county complexes: La Porte Circuit Court at the Circuit Courthouse [in La Porte, Indiana], La Porte Superior Court 3 located in the County Government Complex [in La Porte, Indiana]; and La Porte Superior Courts 1, 2 and 4 located in the Superior Courthouse [in Michigan City, Indiana]. A distance of approximately thirteen miles separates Michigan City from La Porte; four separate clerk's offices service the five courts, which, in terms of square mileage, serve the second largest county in the State of Indiana. That geographical configuration has attendant considerations of administrative necessity for the allocation of the county's personnel, financial, and space resources; for example, the maintenance of court records in four separate clerk's offices and assignment of the clerk's personnel, the offices of both the Deputy Prosecutors and Public Defenders and assignment of their personnel, the offices of the courts' respective Probation Departments,

and the warrant divisions of the Sheriff's Department are each located and based on access to particular courts on a geographical basis; likewise, those geographic considerations underlie La Porte County's Local Court rule for the assignment of criminal cases, which provides for the distribution of cases on the basis of demographic considerations and the nature of the charge. A wholesale restructuring of caseloads to provide for specialization of courts by case type is precluded by considerations of space, personnel allocation, and geography; fortunately, the present general distribution of cases generally has served the courts, its support services, and the citizens of La Porte County in an effective fashion.

b) Complicating the configuration of the courts and matters of caseload distribution is the additional workload created by the various correctional facilities located in La Porte County that house approximately 7,000 offenders and generate a criminal caseload and unique *pro se* civil litigation that defies the weighted case-load study assignments of time necessary to process particular case-types.

c) La Porte County should benefit from specialization in the handling of all Children in Need of Services and Delinquency proceedings by a single court; that caseload, with its attendant demands for interaction with a variety of social service agencies and its administration of the Juvenile Services Center, as well as the distinct need for those cases to be processed in an expeditious fashion and reviewed on a continuing basis, warrant the singular focus of one judicial officer.

d) Similarly, the need for specialization in family issues and the existing "high volume" caseloads of La Porte Superior Courts 3 and 4 warrant the restructuring of existing caseloads, albeit with consideration for the demographic and geographic considerations discussed herein.

e) This plan embodies recognition of geographically-based caseloads and specialization.

f) Currently, La Porte County's judiciary benefits from the General Assembly's addition of two non-juvenile Magistrates to its judicial workforce; the existence of those Magistrates is recognized as the most useful tool in apportioning caseloads equitably amongst the courts.

g) The resources of Senior Judges provide a potential and additional vehicle for accomplishing the policy and purposes of the Supreme Court's "Order for Development of Local Caseload Plans."

h) This plan provides additional vehicles for the reduction in disparity of caseloads; it provides for the consensual transfer of cases between courts and provides for the judges of the respective courts to sit as judge in another court with the consent of the respective judges.

i) The geographically-based distribution of criminal cases and filing patterns in civil caseloads warrant that a semi-annual review of caseload disparity be conducted by

La Porte County judges and adjustments made as needed for the efficient administration of justice.

A) Upon approval of this rule, one non-juvenile Magistrate shall be assigned completely to Superior Court 4. The other non-juvenile Magistrate shall serve La Porte Circuit Court for five. (*A periodic review of caseloads by the judicial officers of this county may adjust the assignments of these Magistrates as new caseload data may demand).

B) All juvenile matters will be assigned to the La Porte Circuit Court. The caseload of Juvenile Magistrate shall include all Delinquency and Child in Need of Services proceedings filed in La Porte County, as well as those cases otherwise assigned to her by the Judge of the La Porte Circuit Court.

C) The caseloads of La Porte Circuit Court, Superior Court 1, and Superior Court 2 shall include all new civil filings for probate, protective orders, dissolutions of marriage, paternity, custody, and/or support; the Clerk of La Porte County courts and the deputy clerks are directed to inform litigants of the provisions set forth herein; given that the various courts of La Porte County are, by statute, courts of general jurisdiction, it is recognized that the clerk is not empowered to prohibit the filing of a particular type of case in a particular court; in the event a filing occurs that is not in compliance with the provisions set forth herein, the judge of La Porte Superior Court 3 or 4 that receives that filing shall cause it to be transferred to an appropriate court.

D) Efforts to reduce caseload disparity shall include requests to the Indiana Supreme Court for the appointment of present Senior Judges to serve various courts of La Porte County, as opposed to a singular designated court.

E) The judicial officers of this county shall meet **at least** on a semi-annual basis to review the issue of caseload disparity and shall continue in the endeavor to accomplish not only a statistical parity in the respective caseloads of the courts, but, moreover, a caseload distribution that enhances citizen access to the courts in a timely and expeditious manner and recognizes the particular geographic and demographic needs of the populace.

F) Criminal. All criminal charges arising out of a single criminal event or instance of criminal activity shall be filed in a single court, that court being the appropriate court under Local Rule 1 for the highest charge filed.

G) In cases where defendants have criminal charges in multiple courts, the cases may be consolidated to one court with consent of the parties and approval of the courts.

H) Small Claims. Small Claims filings shall be reviewed in a quarterly basis after the effective date of this revision, and if deemed necessary by a majority of judges,

may be assigned to either Superior Court 3 or Superior Court 4 based upon the same line of demarcation used for the filings of criminal cases in those courts.

ALLOCATION UNDER CURRENT PLAN			
COURT	NEED	HAVE	UTILIZATION
Circuit Court	4.06	3.00	1.35
Superior 1	1.26	1.00	1.26
Superior 2	1.33	1.00	1.33
Superior 3	1.05	1.00	1.05
Superior 4	1.78	2.00	0.89
TOTAL	9.49	8.00	**** 0.46 Difference, high and low

The Judges believe that the Superior 4 need is an anomaly. Superior 4 is historically above the local mean.

I) **Effective January 27, 2017 Rule I(E) no longer contains a prohibition on variance greater than .40. The rule still requires that a CAP ensures an even distribution of cases between all courts of record. The Judges of the Circuit and Superior Courts unanimously agree that this current plan does provide for that even distribution. Thus, no changes from the current plan are necessary.**

J) Special Circumstances. The committee shall consider in addition to the actual caseload data, any special circumstances relevant to evaluating the various caseloads of the various Courts and Judges in La Porte County. These special circumstances shall include such matters as death penalty cases, administrative and special Judge service, availability of physical resources, and any other relevant factors.

K) Statistical Deviation. Based upon the foregoing caseload evaluation for each Court within the County, the committee shall determine whether or not a sufficient statistical deviation occurs between the Courts which would warrant a transfer of cases within La Porte County from one court to another or a limitation during the following year upon what case types may be filed in certain courts or before certain Judges in order to more effectively and efficiently provide services to the citizens of La Porte County.

L) Caseload Allocation Plan and Transfer of Cases. In the event the committee determines a significant statistical deviation exists and is likely to continue to exist the following year, the committee shall unanimously adopt a written plan providing

for the assignment of cases and/or for the transfer of cases from one Court to another in order to more equally distribute cases among and between the various Courts within La Porte County or requiring that certain types of cases only be filed in certain courts or assigned to certain Judges therein. Such transfer of cases or limitation on filing shall take into consideration the specialized jurisdictional attributes of any of the five Circuit and Superior Courts of La Porte County and endeavor to transfer cases that fit within a receiving Judge's statutory jurisdiction.

In the event that either cases transferring in or out of a Court are outside the normal statutory jurisdiction of the receiving Judge, the committee shall designate the receiving Judge as a special Judge of the court that retains jurisdiction over the original proceeding. The committee shall also take into consideration the impact of such transfer upon other local agencies such as the Prosecutor's Office, Public Defender's Office, Sheriff's Department, Local Law Enforcement, County Clerk's Office, Probation Departments, as well as the general citizenry and the cost of such transfers. The caseload allocation plan may be memorialized as an appendix to this rule.

M) Procedures Following Transfer. Once a case is assigned or transferred pursuant to the caseload allocation plan adopted by the committee into another Court, the case shall be heard and processed as all other cases originally filed within that Court.

(Amended as approved on September 18, 2017)

LR46-JR4-5 Selection of Juries

The judges of La Porte County adopt pursuant to Jury Rule 4, the two-tier notice and summons method of jury selection.

LR46-AROO- 6

Establishment of Fee Schedule for LaPorte County Alcohol and Drug Service

EVALUATION

\$150.00 Evaluation/Assessment for Court/Other Referrals, Alcohol & Drug Screening, Follow-up Appointments, Exit Interview

LEVEL 1

\$200.00 8-hour Change Program Flex Module

LEVEL 11

\$300.00 16-hour Prime for Life Program

MARIJUANA EDUCATION

\$200.00 8-hour Prime for Life 420 Program

OTHER FEES:

\$100.00	In and Out of State Transfers
\$ 25.00	Missed Office Appointments/ Appointments Canceled Without 24 Hours' Notice
\$ 25.00	Random Drug Screen
\$ 50.00	Evaluation Updates not Included in Original Contract
\$100.00	Monitoring of LADS Clients Referred to Outside Agencies

The Program fees for LADS are payable at the Superior No. 3 Clerk's Office located on the second floor of the La Porte County Courthouse. All payments must be made in cash or money order. Fees are determined at the time of the plea agreement and deadlines are determined at the time of the evaluation.

(Amended effective April 5, 2020)

**LR46-AROO-6.1 Establishment of Fee Schedule for
La Porte County Problem Solving Courts**

1. The LaPorte County Courts have established the Re-Entry Court, the LaPorte Problem Solving Court and LaPorte County Veterans Treatment Court pursuant to I.C. 33-23-16 and the Problem Solving Court Rules. Additional Problem-Solving Courts may be established in the future.
2. Participants admitted to a LaPorte County Problem-Solving Court may be assessed a problem-solving court administration fee of \$100.00 for initial problem-solving court services upon admission into the program.
3. Participants admitted to a LaPorte County Problem-Solving Court may be assessed a monthly user fee of \$50.00 beginning with the second month of participation and for each month thereafter for the duration of their participation in the program.
4. Participants admitted to a LaPorte County Problem-Solving Court may be responsible for all chemical testing fees. Participants may be responsible for the cost of any confirmatory test.
5. Participants may be assessed a fee for services received as a result of referrals made by the Court, including mental health services, health services and monitoring services. Fees for those services are payable to the entity providing the service.

(Amended effective April 17, 2014)

LR 46-FLOO-7 LAPORTE COUNTY LOCAL FAMILY LAW RULES

LR 46-FLOO-7 Rule 01: Statement of Policy

A. Consistent with Indiana Code 31-15-2-17 which provides for the settlement of divorce disputes by agreement of the parties, it is the decided preference of the courts of LaPorte County that the attorneys and parties engaged in a divorce proceeding strive to resolve their disputes concerning their children and property by agreement. That preference rests upon the belief that when divorced parents are able to communicate, cooperate and compromise with each other, their children are less likely to be psychologically harmed by the break-up. Conversely, where parents adopt an adversarial approach toward each other in the divorce process, children are much more prone to suffer a loss of confidence, self-esteem, to fare poorly at school and in their interpersonal relationships, to suffer emotionally and financially and, ultimately, to resent their parents.

B. Consistent with that philosophy of encouraging a cooperative approach to divorce, it is noted that Indiana Code 31-15-2-4 provides as follows: "A proceeding for dissolution of marriage is commenced by the filing of a petition entitled 'In Re the marriage of _____ and _____.'" Accordingly, counsel and parties are directed to utilize the word "and" in all dissolution and post-dissolution pleadings, as opposed to the adversarial term "versus" or its abbreviated versions of "v." or "vs.". Pleadings improperly captioned may be returned by the court for corrections and refileing.

LR 46-FLOO-7 Rule 02: Mandatory Parenting Class Attendance

A. In any cause of action for dissolution of marriage [divorce] involving a minor child or children under the age of sixteen [16] years, both parents, prior to the issuance of the final dissolution decree, shall attend a parenting education program or other program approved by the court. Each parent shall be responsible for the timely payments of their individual fees for the program unless, by reason of indigence, the agencies waive those fees.

B. The parties may contact Family Focus at [800] 582-4198, or any other court authorized agency, to learn of upcoming dates, times, and locations of parenting education programs or obtain a schedule of parenting education programs at the La Porte Circuit Court in La Porte or at Superior Court 1 or 2 in Michigan City.

C. A parent shall file a copy of the certificate of attendance with the court in which his or her dissolution action is pending within five (5) days after attending the program.

D. The failure to timely attend the parenting education program may result in an order that the parent appear and show cause why he/she should not be found in contempt of court and punished for such contempt. Evidence that a party has failed to timely attend the parenting education program may be considered in ruling on custody and parenting time matters. A parent who fails to attend the program prior to final hearing shall be ordered to attend the program post dissolution.

E. Waiver of the obligation set forth herein may be had only by written motion or oral motion in court setting forth good cause for such waiver.

LR 46-FLOO-7 Rule 03: Cooperative Family Law Obligations

A. In any cause of action for dissolution of marriage [divorce] involving a minor child or children under the age of sixteen [16] years, both parents shall complete the worksheet at www.UpToParents.org, print and save a copy of their work, and provide a copy of their work to the other party within forty-five (45) days of the date the petition for dissolution of marriage is filed.

B. If a parent lacks personal computer access to the Internet, they may gain that access at any public library branch.

C. In the parties' settlement discussions, at the mandatory settlement conference, or any mediation conference that may be ordered by the court regarding custody, the parties, attorneys, and mediators should utilize the parties' respective worksheets and the commitments set forth therein as reference points for stipulations and as a foundation for an amicable and cooperative post-dissolution parenting relationship.

D. The failure to timely satisfy the obligation set forth in subparagraph 3(A) may result in an order that a parent appear and show cause why he/she should not be found in contempt of court. Evidence of a parent's failure to comply with the obligation defined in subparagraph 3(A) may be considered in ruling on custody and parenting time matters.

LR 46-FLOO-7 Rule 04: Mandatory Conferences

A. Prior to any contested provisional hearing, the parties and counsel must meet for a "Mandatory Preliminary Conference" to attempt to resolve, in whole or part, provisional issues. That certification may be filed of record in a form which substantially complies with "Appendix A" attached hereto.

B. At least twenty-one (21) days prior to a contested final hearing, the parties and counsel must meet in a "Mandatory Final Conference" for the purpose of resolving, in whole or part, all issues involving minor children and the marital assets and liabilities, as well as to resolve any evidentiary issues which may arise at final hearing. Certification that the "Mandatory Final Conference" was held must be filed of record prior to the contested final hearing in a form which substantially complies with "Appendix A" attached hereto.

C. The mandatory settlement conference may be waived upon written motion which establishes good cause for such waiver, including but not necessarily limited to:

- 1) without further factual representation in the motion, a representation that by reason of a party proceeding pro se, an attorney's professional ethical obligations might reasonably be compromised or questioned were a settlement conference held; or
- 2) supported by specific factual representations of counsel, facts establishing that opposing counsel has repetitively failed to return telephone calls or otherwise acted in an uncooperative fashion to schedule the mandatory conference and that delay in the scheduling of a final hearing

works to the advantage of opposing counsel 's client for a stated reason or conversely, to the prejudice of the moving party for stated reasons.

D. The mutual failure of the parties to participate in a "Mandatory Final Hearing" may constitute cause for the court, acting *sua sponte*, to continue the final hearing until after that conference is held.

LR 46-FLOO-7 Rule 05: Custody Evaluations, CASA/G.A.L. Intervention, Court- Ordered Counseling, and Mediation

A. Custody Evaluations: The use of custody evaluations should be reserved for cases in which cooperative measures [such as mediation, counseling and parenting education classes] have been exhausted or shown to be without promise, dangerous, or otherwise inappropriate. No requirement or presumption exists that custody evaluations should occur in any given case involving custody or parenting time dispute. If counsel or the parties agree that an evaluation shall occur, they should file that agreement, including a statement of the purpose of the evaluation, allocation of the costs of such evaluation, and the name of the evaluator selected by the parties and the stipulation that the custodial evaluation shall be admissible into evidence without need for authentication, foundation, without regard for hearsay information that may be contained therein. A hearing on the stipulation should be scheduled by the parties and the court, in its discretion, may accept, reject, or propose modifications to the stipulation and implement those modifications after providing notice and the opportunity to be heard by each party. A seventy-five (75) day time period shall be set for completion for the evaluation, absent good cause for a court order to the contrary.

The parties shall have an affirmative duty to timely execute any requests for releases, waivers and access to otherwise confidential records as reasonably necessary to accomplish the purposes of the evaluation.

B. A motion for a custodial evaluation, appointment of a guardian-ad-litem or a Court-Appointed Special Advocate may be made by either party or the court on its own motion. If the motion for a custodial evaluation is made by the court, *sua sponte*, it shall notify the parties of that fact and provide the parties with the opportunity to be heard by regarding the need for such evaluation, the identify of the evaluator, and the allocation of costs for the evaluation.

C. A custodial evaluation which the parties have stipulated will be admissible may be sent by the evaluator to the court and placed in the record of the proceeding. Absent such stipulation, the court should not be sent a copy of the evaluation by the evaluator or any other person and it should not be made part of the court record. The order directing that the evaluation should occur, shall include a directive as to whom should receive copies of the completed evaluation.

D. A motion for court-ordered counseling, either joint or individually, may be made by the parties or the court *sua sponte*. The court may, without notice to the parties, enter an order for counseling or other therapeutic family intervention as part of any order following an evidentiary hearing.

E. The parties may engage in mediation without the benefit of a court order.

LR 46-FLOO-7 Rule 06: Mandatory Filings: Property

A. Not later than thirty (30) days prior to a contested final hearing date in which property issues are contested, each party shall complete, sign, and file a "Pretrial Statement of Facts and Issues" utilizing that form attached hereto as "Appendix B."

B. If a party intends to seek a deviation from the statutory presumption that marital assets and liabilities are to be divided equally, a verified statement setting forth the specific factual and legal bases for the proposed deviation shall be filed at least thirty (30) days prior to a contested final hearing date.

LR 46-FLOO-7 Rule 07: Mandatory Filings: Custody/Parenting Time

A. In any Petition to Modify Child Custody, the party filing such petition shall set forth the specific legal bases for such modification [31-2-17-8] and a general statement of the factual bases underlying each particular legal basis regarding any alleged substantial changes in statutory factors which bear on the petition.

B. At least twenty-one (21) days prior to any hearing in which a party intends to seek restricted parenting time [less than Parenting Time Guidelines] or supervised parenting time, that party shall file, and contemporaneously serve upon opposing counsel or, if subject parent, if that parent is not represented by counsel, a verified motion for restricted parenting time which sets forth the factual basis upon which the request is predicated.

The twenty-one (21) days advance notice may be waived by the court for good cause or where circumstances arising immediate to the hearing indicate that absent restrictions on parenting time, a minor child or children's psychological and/or physical wellbeing and/or development may be in significant peril.

C. At least twenty-one (21) days prior to any final hearing in which a party intends to seek an order for maintenance, that party shall file a verified motion setting forth that request for relief and the factual basis of bases upon which the request is predicated.

LR 46-FLOO-7 Rule 08: Child Support Worksheets

A. Contemporaneous with any stipulations regarding child support orders, a child support worksheet shall be completed, verified, signed by the parties, and filed with the stipulation. If the parties have agreed to a weekly support amount that varies from that amount due per the guidelines, the reasons for that deviation shall be set forth in the parties' agreement.

B. In all contested hearings regarding child support, the parties shall on or before the hearing:

1. Complete, verify, sign, and file a Child Support Obligation Worksheet, including, when appropriate, a Parenting Time credit Worksheet and/or a Post-Secondary Education Worksheet; and

2. Supporting documentation to establish proof of current income and income earned during the prior tax year.

LR 46-FLOO-7 Rule 09: Termination of Representative Capacity

A. Upon entry of a final dispositional order or an order of modification of any custody, parenting time and/or child support order, the representative capacity of all attorneys appearing on behalf of any Party shall be deemed terminated upon:

1. An order of withdrawal granted by the presiding Court;
2. The expiration of time within which an appeal of such Order may be preserved or perfected pursuant to the Indiana Rules of Trial Procedure and/or the Indiana Rules of Appellate Procedure; or,
3. The conclusion of any appeal of such Order commenced pursuant to Indiana Rules of Trial Procedure and/or the Indiana Rules of Appellate Procedure.

B. The service of any post dissolution pleadings upon any Party not represented by counsel pursuant to paragraph A above, shall be made upon that person pursuant to the Indiana Rules of Trial Procedure.

C. Any copy served upon original counsel will be deemed to be a matter of professional courtesy only, without substantive legal effect.

D. Any withdrawal or appearance shall include the last known address of the Party.

E. 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 client ten (10) days written notice of his intention to withdraw and has filed a copy of the notice with the court, except in the following cases:

- (1) when another attorney has already filed an appearance for the same party; or
- (2) when the withdrawing attorney files a pleading indicating that he or she has been terminated from the case by the client; or
- (3) when the appearance of an attorney is deemed withdrawn upon conclusion of an action or matter.

The court will not grant a request to withdraw an appearance unless the same has been filed with the court at least (10) days prior to trial date or date of hearing, except for good cause. A withdrawal of appearance when accompanied by the appearance of other counsel shall constitute a waiver of this requirement. All withdrawals of appearance shall comply fully with the provisions of Rules of Professional Conduct.

LR 46-FLOO-7 Rule 10

These rules supersede and supplant all other prior standing local rules of the courts of LaPorte County, regarding family law whether issued by individual courts or as joint orders. All such prior local rules or orders are vacated with the exception of the "Family Court" Program rules and caseload distribution rules regarding dissolution actions.

LR 46 — AROO — 8 Miscellaneous Administrative Rules

1. Filings by Fax

The LaPorte County Courts do not accept filings by fax, except by prior approval.

2. Noncompliant Filings

Filings which are submitted as informal CCS entries shall not be accepted as formal motions.

3. Special Findings of Fact

In all cases in which the court is required to enter special findings of fact or the parties request the Court to issue special findings of fact, counsel of record shall submit to the court in an electronic format and by hard copy filing Proposed Special Findings embracing all the facts which they allege to have been proved and relevant conclusions of law thereon. Such form of Proposed Special Findings shall be submitted to the court, pursuant to Trial Rule 52 (C), and shall be submitted within such time as the court shall direct.

4. Filing of Proposed Orders

All filings which contain proposed Orders for the Court shall include stamped and addressed envelopes for the dispersal of the proposed Order.

LR46 - AROO- 9 Security Cameras in the Courtroom

Pursuant to Ind. Judicial Conduct Rule 2.17, judges are prohibited from allowing the broadcast, televising, recording or taking of photographs in the courtroom and areas immediately adjacent to the courtroom without the prior approval of the Indiana Supreme Court or unless certain exceptions have been met. Security cameras in the courtroom and in areas immediately adjacent to the courtroom fall within an exception as an administrative function. In accordance with Indiana Administrative Rule 9(G)(2)(b), La Porte Circuit and Superior Courts declare the recordings from security cameras confidential and exclude public access to the recordings, unless a court order from the court respective to the recording allows access.

LR46-AROO-10 Felony Bond

1. Felony Bond Schedule

MURDER - a FELONY	\$1,000,000 Cash Only
Level 1 FELONY	\$100,000
Level 2 FELONY	\$50,000
Level 3 FELONY	\$25,000
Level 4 FELONY	\$20,000
Level 5 FELONY	\$15,000
Level 6 FELONY	\$7,500 cash with 10% cash option

2. **Cases with Multiple Charges; Revocation, Fees**

Bond is set for the highest charge only. Charges are not combined. Revocation will result in fees charged at 150% of the standard bond schedule.

3. **Cash Option**

Defendants facing felony charges of Levels 1-5 may file a request with the Court that Defendant be permitted to post a cash bond equivalent to ten percent (10%) of the scheduled bond amount. Unless otherwise ordered by the Court, the Felony Bond Schedule shall apply and no ten percent (10%) cash option shall apply. Murder Charges are not eligible for a ten percent (10%) cash option. Level 6 Felony bonds shall be permitted a 10% cash option, as set forth in the LaPorte County Felony Bond Schedule.

4. **Bond Eligibility for While Out on Bond**

A defendant arrested for a felony is not eligible for bond until the Defendant appears before the Court if he or she is out on bond or on probation with any LaPorte County Court.

5. **Bond Conditions**

Specific bond conditions may be set by the Court. Bond conditions may include, but may not be limited to: Pretrial Supervision, while being subject to the rules established therewith; Reporting to Probation; Weekly/Random Drug Screens; Travel Restrictions; No Contact Orders; Fines, Costs, and/or Fees assessed for bond conditions, extradition, probation supervision, or Public Defender costs; or any condition as the Court deems proper.

6. **Habitual Traffic Violator Bond**

Any form of Operating a Vehicle While Intoxicated AND Operating a Vehicle as a Habitual Traffic Violator will be \$2,500 cash only.

7. **Ignition Interlock Device, Scram, Electronic Monitoring**

Any felony of Operating a Vehicle While Intoxicated will be charged a deposit in the amount of \$200.00 for an Ignition Interlock Device, scram or some equivalent device. A condition of bond in those cases will be that the device be installed within 72 hours of posting bond, if it has been ordered by the court.

(Amended effective September 1, 2016.)

LR 46-AR 00-11 EVIDENCE HANDLING, RETENTION AND DISPOSITION

01. Preamble

In all cases, the court shall proceed pursuant to these Rules unless the court directs a longer retention period after motion by any party or on its own motion.

02. Retention Periods for Evidence introduced in Civil Proceedings

a) Civil Cases, Including Adoption, Paternity, and Juvenile Proceedings. All models, diagrams, documents, or material admitted in evidence or pertaining to the case placed in the custody of the court reporter as exhibits shall be taken away by the parties offering them in evidence, except as otherwise ordered by the court, four (4) months after the case is decided unless an appeal is taken. If an appeal is taken, all such exhibits shall be retained by the court reporter for two (2) years from termination of the appeal, retrial, or subsequent appeal and termination, whichever is later.

The Court reporter shall retain the mechanical or electronic records or tapes, shorthand or stenographic notes as provided in Administrative Rule 7.

b) Retention Periods for Evidence Introduced in Criminal Misdemeanor, Class D and Class C Felonies and Attempts.

Misdemeanor, Class D and C Felonies and Attempts. All models, diagrams, documents, or material admitted in evidence or pertaining to the case placed in the custody of the court reporter as exhibits shall be taken away by the parties offering them in evidence except as otherwise ordered by the court, three (3) years after the case is dismissed, the defendant found not guilty, or the defendant is sentenced, unless an appeal is taken, If an appeal is taken, all such exhibits shall be retained by the court reporter for three (3) years from termination of the appeal, retrial, or subsequent appeal and termination, whichever is later, unless an action challenging the conviction or sentence, or post-conviction action, is pending.

The Court reporter shall retain the mechanical or electronic records or tapes, shorthand or stenographic notes as provided in Administrative Rule 7.

c) Retention Periods for Evidence Introduced in Criminal Class B and A Felonies and Murder Attempts

Class B and A Felonies and Murder and Attempts. All models, diagrams, documents, or material admitted in evidence or pertaining to the case placed in the custody of the court reporter as exhibits shall be taken away by the parties offering them in evidence, except as otherwise ordered by the

court, twenty (20) years after the case is dismissed, the defendant found not guilty, or the defendant is sentenced, unless an appeal is taken. If an appeal is taken, all such exhibits shall be retained by the court reporter for twenty (20) years from termination of the appeal, retrial, or subsequent appeal and termination, whichever is later, unless an action challenging the conviction or sentence, or post-conviction action, is pending.

The court reporter shall retain the mechanical or electronic records or tapes, shorthand or stenographic notes as provided in Administrative Rule 7.

Courts should be encouraged to photograph as much evidence as possible and courts and parties reminded of the requirements of Appellate Rule 29(B).

03. Non-documentary and Oversized Exhibits

Non-documentary and oversized exhibits shall not be sent to the Appellate level Court, but shall remain in the custody of the trial court or Administrative Agency during the appeal. Such exhibits shall be briefly identified in the Transcript where they were admitted into evidence. Photographs of any exhibit may be included in the volume of documentary exhibits.

Under no circumstances should drugs, currency, or other dangerous or valuable items be included in appellate records.

04. Notification and Disposition

In all cases, the court shall provide actual notice, by mail, to all attorneys of record and to parties only if unrepresented by counsel, that the evidence will be destroyed by a date certain if not retrieved before that date. Counsel and parties have the duty to keep the court informed of their current addresses and notice to the last current address shall be sufficient. Court reporters should maintain a log of retained evidence and scheduled disposition date and evidence should be held in a secure area. At the time of removal, a detailed receipt shall be given to the court reporter by the party receiving and removing the evidence, the receipt will be made part of the court file.

In all cases, evidence which is not retaken after notice should be disposed of by the sheriff on the court's order. The sheriff should be ordered to destroy evidence if its possession is illegal or if it has negligible value. Evidence of some value should be auctioned by the sheriff with proceeds going to the county general fund. These Rules and their retention periods will take precedence over inconsistent language in statutes, *et I.C. 35-33-5-5(c)(2)*.

05. Biologically Contaminated Evidence

A party who offers biologically contaminated evidence must file a pretrial notice with the trial court and serve all the parties so that the court can consider the issue and rule appropriately before trial. A party can show contaminated evidence or pass photographs of it to jurors, but no such evidence, however, contained, shall be handled or passed to jurors or sent to the Jury Room.

(Adopted effective February 1, 2017)

LOCAL CIVIL RULES.

LR46- 12 Motions

1. *Scheduling Motions for Hearings.* Except for motions to correct error or not likely to require a hearing (as described below), all motions shall be

scheduled for hearing at the time they are filed. It shall be the responsibility of the moving party or counsel for the moving party to secure the date and time of the hearing from the Clerk or Court personnel who maintain the calendar for each Judge or Magistrate Judge. It shall also be the responsibility of the moving party or counsel for the moving party to coordinate the hearing date with all opposing counsel or unrepresented parties.

2. *Motions not likely to require hearing.* At the time of the filing, a moving party shall bring the following motions to the attention of the assigned Judge:
 1. Motion for Enlargement of Time
 2. Motion for Change of Judge
 3. Motion for Change of Venue from the County
 4. Motion to Dismiss Complaint by Plaintiff when no Answer has been filed
 5. Motion to Dismiss Counterclaim by Defendant when no Reply has been filed
 6. Motion to Compel Responses to Interrogatories or Requests for Production
 7. Motions to Reconsider

Such motions may be summarily granted or denied *ex parte* and without the necessity for hearing, unless the Judge, in his or her discretion, determines that a hearing should be scheduled on any such motion and schedules a hearing on the Court's own motion.

3. *Motions to correct error.* It is within the sound discretion of the assigned Judge whether a hearing shall be held on a motion to correct error; however, any party may request a hearing upon a motion to correct error by filing a written request by separate motion at any time before the Court has ruled upon such motion.
4. *Oral arguments on motions and other pleadings.* Unless otherwise required by these rules or Indiana Trial Rules, it is within the sound discretion of the assigned Judge whether to allow oral argument; however, any party may file a request for oral argument by filling a written request by separate motion contemporaneously or at any time before the Court has ruled upon the motion or pleadings to be argued.

5. *Motion for enlargement of time.* An initial written motion for enlargement of time pursuant to Indiana Trial Rule 6(B)(1) to answer a claim shall be routinely granted for an additional thirty (30) days from the original due date or other period the assigned Judge deems reasonable by written order of the Court. Any motion for enlargement of time shall state the date when such response is due and the date to which time is requested to be enlarged. The motion must be filed on or before the original due date or this Rule shall be inapplicable. All subsequent motions for enlargement of time shall be so designated and will only be granted for good cause shown or in the interest of justice.

Rule LR46-AR9- 13 Access to Court Records.

1. *Confidential Records.* The following information is excluded from public access and is confidential:
 - A. Information that is excluded from public access under Federal Law;
 - B. Information that is excluded from public access under Indiana statute or Court rule;
 - C. Records that are sealed by Federal or State law or by court order;
 - D. All personal notes and email deliberative material of judges, jurors, court staff, and Judicial agencies, including without limitation the Adult Probation Department, the Juvenile Probation Department, and the Domestic Relations Counseling Bureau, whether maintained in electronic or paper format;
 - E. All information recorded in a personal data assistant (PDA) or other electronic organizer or calendar system, whether maintained in electronic or paper format;
 - F. Diaries, Journals, or other personal notes serving as the functional equivalent of a diary or Journal under Ind. Code 5-14-3-4(b)(7);
 - G. Advisory or deliberative material created, collected, or exchanged by, between, or among Judges, including notes, Journals, or minutes of Judge's Meetings;
 - H. Information excluded from public access by a specific court order.

2. *Access to Confidential Records.* Information that is excluded from public access and is confidential may not be accessed without prior written authorization of the Judge who is assigned to a particular matter or is responsible for supervising that office or department that created, maintained, or archived the information. In some instances, access will require written authorization from all the Judges of the Circuit and Superior Courts.

Rule LR46-TR 3.1-14 Appearance and Withdrawal of Appearance of Counsel.

1. *Appearances.* Counsel and unrepresented parties appearing after the filing of the original complaint shall forthwith notify all other counsel of record and unrepresented parties of such appearance and file proof of such notice. Each counsel or party shall file an appearance form (or its equivalent) that includes a mailing address and telephone number. The notice may include a post office box, but must include physical street address to allow for proper service of process or other notification by the Court.
2. *Withdrawal of Appearance.* Unless authorized by the party in open Court or in writing or upon appearance of other counsel, an attorney will be permitted to withdraw his appearance for a party only after filing a Motion to Withdraw and setting the matter for hearing not fewer than fourteen (14) days from the date of filing. If a trial date has already been set, a motion to withdraw appearance must be filed at least thirty (30) days prior to that date unless the attorney has leave of the court to file in a shorter amount of time.
3. *Service of Notice to Withdraw.* The attorney must present to the Court adequate proof of notice to his client, as well as all other counsel and unrepresented litigants, of the intent to withdraw and of any impending pretrial, hearing, or trial dates. The notice to his client shall be by postage prepaid, certified mail, return receipt requested and received or returned by the Postal Service undeliverable or refused addressed to the last known address of the client.
4. *Contact Information.* In cases where the withdrawal of appearance shall leave the client unrepresented, the Motion to Withdraw must contain the address and, if known, telephone number of the client where service of

documents can be delivered or other notice can be provided. As required by AR 9(G), this contact information may be designated as confidential and excluded from public access.

Rule LR46-TR 26 — 15 Discovery Requests.

Filing with the Court. As envisioned by the Trial Rules, requests for discovery shall be served upon the parties and should not be filed with the Court unless in connection with a dispute concerning compliance with prior discovery requests.

Rule LR46-TR 16 —16 Pre-trial Procedures.

1. *Purpose of Pre-trial Procedure.* This rule is intended to accomplish the original purpose of pre-trial procedure—to simplify the issues, make cases easier, quicker, and less expensive for the Court, lawyer, and litigant and to alleviate the burden of ceremonial detain and to aid the efficient preparation of a case.
2. *Pre-trial Conference.* A pre-trial conference of Court and counsel may be scheduled by the Court on its own motion or at the request of counsel for any party in any civil case in which, in the discretion of the Court, possible problems can be identified, the course and progress of the case, the necessity, sequence, and scope of discovery should be anticipated, planned, scheduled, or estimated for the orderly and expeditious handling of it by Court and counsel. At the pre-trial conference, the Court may designate deadlines for discovery, dispositive motions, or alternative dispute resolution. The Court may also provide the parties with proposed dates for trial, additional pre-trial conferences, and/or require the filing of a pre-trial order. The Clerk shall endeavor to give at least thirty (30) days' notice of the initial pre-trial conference to the parties.
3. *Alternative Dispute Resolution.* On the Court's own motion or initiative, the parties may be required to attempt alternative dispute resolution (ADR). Such ADR efforts may include, at the Courts discretion, mediation and/or settlement conferences and may require one or more sessions or sessions lasting a specific amount of time.

One or more of the parties may request that the Court order the parties engage in ADR. Such a request must be in writing and must be accompanied by a memorandum informing the Court of the nature of the case, the attorneys or unrepresented litigants involved, and a history of the settlement negotiations that have taken place to that date and that the previous settlement negotiations made in good faith have failed.

At any mediation, or settlement conference, counsel for each party shall be present, in person, and each party or a designated representative having complete authority to settle the matter in question shall be present in person. Any party intending to appear by a designated representative shall advise all other parties to the mediation or settlement conference of that fact and of the identity of the designee not fewer than ten (10) days prior to the commencement of the mediation or settlement conference. Upon request and by leave of court, a party or representative of a party may be allowed to participate in said settlement conference by telephone in lieu of a personal appearance. Should any party or counsel for any party violate the requirements of this rule concerning attendance, the Court may impose sanctions.

4. *Pre-trial Readiness Conference.* At least ten (10) days prior to trial, the Court may set a Readiness Conference. In addition to each party proceeding pro se and counsel for each of the parties, the Court may order that one or more of the parties themselves attend the Readiness Conference. The purpose of the Readiness Conference is to simplify the issues anticipated at trial, and the Conference will include a determination of the parties' readiness to proceed to trial, the progress of the parties in obtaining stipulations of fact and authenticity of exhibits and, if appropriate, the willingness of the parties to waive jury trial. Where the parties have filed a written stipulation signed by all parties addressing these issues and confirming the trial date, the Court in its discretion may vacate the Readiness Conference.
5. *Attendance by Trial Counsel Required.* Unless otherwise directed by the Court, each pre-trial conference shall be attended without exception by any party proceeding pro se and at least one of the attorneys for each of the parties who will participate in the trial of the case and who shall be

authorized to deal comprehensively with all subjects on the agenda. With prior approval of the presiding Judge, an attorney may appear telephonically or via the Court Call remote appearance service. Sanctions for failure to comply with this rule shall be deemed appropriate.

6. *Failure to Attend.* Failure to attend and adequately participate in pre-trial conferences as intended by T.R.16 may result in reassignment of the cause to the bottom of the appropriate assignment list, issuing an order pursuant to T.R. 41(E), and/or the imposition of appropriate sanctions.
7. *Setting for Trial.* Civil cases may be set for trial at the pre-trial conference or as otherwise directed by the assigned Judge.

Rule LR46-TR 39-17 Scheduling Trials.

1. *Trial Settings.* All cases scheduled for trial shall be ready for trial on the date scheduled unless otherwise directed by the Court. Where multiple trials are set on one day, all trial settings shall be considered first settings and the parties shall be ready for trial on the date scheduled unless the parties have been advised otherwise by the Court.
2. *Notice of Priority.* At the time of setting the case for trial, upon motion of either party and for good cause shown, the Court may order that the parties are entitled to notice of priority. Where notice of priority has been ordered for multiple trials set on the same day, the case assigned a second setting shall stand for trial if the parties are given forty-eight (48) hours prior notice and cases assigned a third subsequent setting shall stand for trial if the parties are given seven (7) days' notice.
3. *Continuances of Trial Settings.* All motions for continuances shall be in writing and shall set forth specifically the grounds asserted for such motion. Unless otherwise directed or excused by the Court, all attorneys of record and parties proceeding pro se shall appear before the Court on the date of the trial setting. If such motion is granted, the Court may assign a new trial setting on the date of the original trial settling, or on the date a continuance is granted, or as otherwise directed by the Court.

4. *Imposition of Costs for Late Settlement.* If a civil case is settled less than forty-eight (48) hours prior to the time it is scheduled for trial, or is settled after 10:00a.m. on the Friday prior to a Monday trial setting (or a Tuesday setting If the intervening Monday is a legal holiday), any costs incurred by the Court as a result of the late settlement of the case may be assessed against the parties in a manner the Court's deems appropriate.

Rule LR46-TR 51-18 Trial Procedures.

1. *Exhibits.*

- A. *Marking In Advance.* All exhibits shall be marked in advance of trial or during recesses in the trial in accordance with the practice of the Official Court Reporter so that the trial is not delayed for the marking of exhibits.
 - B. *Custody of Official Court Reporter.* After being marked for identification and offered into evidence, whether or not admitted into evidence, all exhibits and proposed exhibits necessary to the record on appeal shall be placed in the custody of the Official Court Reporter who shall be responsible for their safekeeping, until otherwise ordered by the Judge.
 - C. *Return to Parties.* Any model, diagram, exhibit, or proposed exhibit shall be returned to the party offering it upon request to the reporter after the time for appeal has elapsed or the possibility of further appeal is exhausted, unless the Court otherwise orders.
 - D. *Disposal.* Where no request for the return of exhibits or proposed exhibits is made within ninety (90) days of final judgment, the same may be disposed of by the Official Court Reporter as the Court may direct.
2. *Instructions Requested at Commencement of Trial.* All requests for special Instructions tendered in accordance with T.R. 51 shall be submitted to the Court no later than the commencement of the trial or in advance of trial if ordered by the Court. The Court shall, in the interests of justice, permit the tender of additional Instructions during the trial on matters which could not have been reasonably anticipated in advance of trial. Requests for special instructions shall contain citations to supporting authorities.
Instructions shall be exchanged by counsel as directed by the Court.

3. *Objections to Admissibility of Evidence.* All objections to the admissibility of evidence or to procedure during trial shall be made at the bench in sidebar conference outside the hearing of the Jury.

Rule LR46-TR 77-19 Proposed Orders.

1. *Matters In Which 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, unless the Court directs otherwise, furnish the Court with proposed orders in the following matters:

- A. enlargement of time;
- B. continuance;
- C. default judgment;
- D. compel discovery;
- E. dismissal;
- F. appointment of receiver;
- G. appointment of guardian;
- H. restraining order, temporary, or permanent injunction;
- I. Immediate possession of real estate;
- J. immediate possession of personal property;
- K. findings of fact and conclusions of law;
- L. petition for certification of interlocutory appeals;
- M. staying further proceedings by reason of bankruptcy, appeal, or other cognizable grounds;
- N. withdrawal of appearance of counsel;
- O. such other orders, judgments, or decrees as the Court may direct.

Unless otherwise directed by the Court as provided by LR46-TR 77.4 below, this rule does not apply to Judgments on general verdicts of the Jury, to judgments rendered following trial to the bench, or to matters taken under advisement by a Court.

2. *Form of Proposed Order.* 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, the case number assigned to the case, and the title of the case as shown by the complaint. If there are

multiple parties, the title may be shortened to include only the first name plaintiff and defendant with appropriate indication that there are additional parties. The proposed order shall be on white paper, 8 ½ " x 11" in size, and each page shall be numbered. The last page of the proposed order shall contain a line for the date, either "Dated ____" or "Signed on the date file marked hereon." On the last page there also shall be a line for the signature of the Judge under which shall be typed, "Judge, LaPorte [Circuit or Superior] Court." If the proposed order contains a recommendation from a Magistrate Judge, the last page shall have a line for the signature of the Magistrate Judge under which shall be typed "Magistrate Judge, LaPorte [Circuit or Superior] Court," to the left of which shall be the following, "So Recommended:" and beneath and to the left of which shall be typed, "Approved. So Ordered." To allow compliance with the notice requirements of Rule 72(D), Indiana Rules of Trial Procedure, the lower four (4) inches of the last page of the proposed order shall be left blank. The proposed order shall also include a prepared proof of notice under T.R. 72(D).

3. *Proposed Orders on Motions for Summary Judgment.* The Court may require that the attorney for the prevailing party prepare a form of order on a motion for summary Judgment in accordance with the provisions of T.R. 56. A proposed order on a Motion for Summary Judgment may contain the language called for in T.R. 56(C) that there is not just reason for delay and directs entry of final judgment as to less than all the issues, claims, or parties.
4. *Orders Following Other Hearings.* As directed by the Court, a party or an attorney for a party shall prepare a proposed order based on the decision rendered by the Court. The party so directed shall prepare the proposed order in a timely manner and, upon filing, shall advise the chambers of the applicable judge that the proposed order has been prepared and filed.

Unless otherwise directed or given leave of the Court, proposed Orders in emergency matters shall be filed within forty-eight (48) hours after a hearing; proposed Orders in other matters shall be filed within seven (7) days as computed by Ind. Trial Rule 6.

Rule LR46-TR 53.1-20 Matters Under Advisement.

1. *Judges.* Each Judge will endeavor to rule promptly on all matters submitted for his or her determination. However, if ruling is reserved in a matter and a decision has not been rendered or a matter has not been scheduled for hearing as the times fixed by Indiana Trial Rule 53.1, 53.2, 53.3 and 53.4 approach, counsel or an unrepresented party are encouraged and invited to contact the chambers of the assigned Judge and remind him or her of the, approaching deadline. It shall be the responsibility of counsel or the unrepresented party to advise the assigned Judge, in writing, by motion or other appropriate notice of the approaching or passed deadline prior to filing a praecipe (Notice of Appeal) under Indiana Trial Rule 53.1(E)
2. *Magistrate Judges.* Where a Magistrate Judge has been assigned issue recommendation in a pending matter, and a decision has not been received by counsel or an unrepresented party as the times fixed by Indiana Trial Rules 53.1, 53.2, 53.3, and 53.4 approach, counsel or the unrepresented party are encouraged and invited to contact the chambers of the assigned magistrate judge and remind him or her of, the approaching deadline. In the alternative, counsel or the unrepresented party are invited to contact the chambers of the regularly presiding Judge of the Circuit Court or Superior Court, as appropriate.

Rule LR46-AP 9—21 Appellate Records.

When an appeal is initiated by the filing of a Notice of Appeal pursuant to Appellate Rule 2, Indiana Rules of Appellate Procedure, and a transcript of all or any part of the evidence is sought for the record on appeal, the party or counsel filing the Notice shall contemporaneously personally deliver a copy of the Notice to the Official Court Reporter, shall advise the reporter Official Court Reporter of the deadline for preparation of the record, and shall arrange to pay the Official Court Reporter for the preparation of the transcript.

Appendix B

NOTICE REGARDING SUMMARY JUDGMENT MOTION

READ THIS NOTICE AND THE ENCLOSED PAPERS -A MOTION FOR SUMMARY JUDGMENT HAS BEEN FILED AND, IF UNOPPOSED, THIS MOTION MAY RESULT IN JUDGMENT BEING ENTERED AGAINST YOU WITHOUT A HEARING OR TRIAL.

The Courts of LaPorte County, Indiana require that this notice be sent to you about the motion for summary Judgment that was filed by the opposing party. This notice does not contain legal advice, but does provide Important information about your legal options. Please read it carefully.

The opposing party has filed a Motion for Summary Judgment pursuant to Indiana Trial Rule 56(C). The motion alleges that the facts are not in dispute and the Court can rule as a matter of law. The motion asks the Court to enter Judgment in favor of the opposing party without a trial.

As you are not represented by counsel, you are hereby advised of your obligation to respond to the Summary Judgment motion. Your previous answer, denial or even counter-claim in response to the original complaint is not sufficient to defend a motion for Summary Judgment. Unless you submit your own affidavits (or other documentary evidence) or a response that specifically identifies information within the existing court records that contradict the factual assertions of the evidence designated in the motion for Summary Judgment and supporting materials, any factual assert in our motion and supporting documentation will be accepted by the Court as true. In essence, your failure to respond to the pending motion for summary judgment would be equivalent to falling to present any evidence in your favor at a trial.

If you wish to file a response to the motion, the Court must receive your response within thirty-three (33) days after your opponent's motion was mailed to you. Failure to meet this timeframe will result in the Court being unable to consider your response or any attachments thereto.

Either party may request a court hearing on the Judgment motion. A written request for a hearing must be received by the Court no later than ten (10) days after the response was filed or is due. The hearing will not be a trial, and neither party will be able to present evidence at the hearing. However, either party may make legal argument and refer to the evidence designated with the Summary Judgment Motion or with any

response. If no request for a hearing is filed with the Court, the Court may decide the motion without a hearing based on the affidavits and documents filed by the parties.

Any response or request for hearing must be served (or mailed) on the attorney for the opposing party. A response (or other pleading) filed with the Court must include a statement that you have complied with this requirement. Your statement may be in the following form: "I delivered a copy of this response to (Attorney Name), by United States Mail on this ___ day of _____, 20__"

As with any legal matter, you may wish to consult with and/or retain an attorney to represent you in this lawsuit and to assist you in responding to our motion for Summary Judgment.

(If appropriate under the Federal Fair Debt Collection Act, the following Identifying Information should be Included with the Notice: Notice Provided by:

Attorney Name

Law Firm (if any)

Address

Telephone Number

Our Law Firm is a debt collector. This Notice is provided as part of an attempt to collect a debt, and any information obtained by us will be used for that purpose. As we represent an opposing party, we cannot provide you with legal advice.]



Hon. Thomas J. Alevizos

Hon. Thomas J. Alevizos

Name of Court: LaPorte Circuit Court




Hon. Richard R. Stalbrink

Name of Court: Superior Court #2



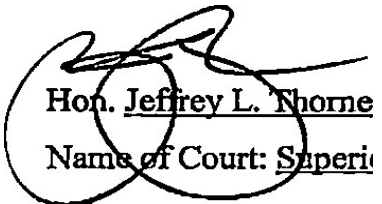
Hon. Greta S. Friedman Name of

Court: Superior Court#4



Hon. Michael S. Bergerson

Name of Court: Superior Court #1



Hon. Jeffrey L. Thorne

Name of Court: Superi

Name of Court: Superior Court #3