



INDIANA SUPREME COURT

251 N Illinois St | Suite 1600
Indianapolis, Indiana 46204

Office of Judicial Administration

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The Office of Judicial Administration, with support from the Indiana Bar Foundation and Office of the Governor, is launching a program for facilitated settlement conferences for landlords and tenants. To make this program a success, we are seeking mediators and attorneys willing to serve fellow Hoosiers from around the state in a time of need.

If you serve as a facilitator, we will provide you:

- Free training to inform you of the current legal issues with evictions, including State and Federal restrictions, and an overview of available resources to assist landlords and tenants;
- Resources and template settlement documents;
- A secure Zoom account for one year to allow for remote settlement conferences; and
- A flat rate of \$150 for conducting the settlement conference, plus \$25 for scheduling.

Either the landlord or the tenant will be able to request a settlement conference pre-suit or post-filing through an online portal on OJA's website, including contact information for themselves and the other party. OJA will contact the other party to confirm that party's willingness to participate. If both parties consent, OJA will assign the request to you and send the party information and any case information.

You must confirm your acceptance of the facilitation assignment with OJA within forty-eight (48) hours after the assignment was sent to you. You will then schedule the settlement conference and communicate any session expectations, such as time of session, length of session, information required, etc. Settlement conferences should be conducted remotely unless you and both parties agree to meet in person, and must be completed within fourteen (14) days after the assignment was sent to you. **If conducting a post-filing settlement conference, the session must be conducted prior to the hearing date in the case.**

During the session, you will help parties fairly discuss their situation and aid them in finding a viable resolution. Some situations may be resolved to allow tenants to stay in the home while others may not. If the parties reach an agreement during the session, you may use the settlement agreement forms (pre-suit or post-suit) provided online at [the Supreme Court's Landlord and Tenant Settlement Conference Program page](#). Once the session has concluded, you will submit information on conference outcomes and invoice details to OJA.

If you are interested in participating, contact ltsettlementconference@courts.IN.gov.

JUSTIN P. FORKNER, CHIEF ADMINISTRATIVE OFFICER

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