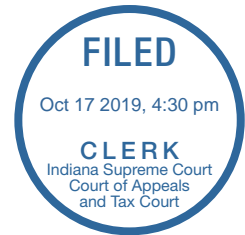


In the  
Indiana Supreme Court

Cause No. 19S-MS-41



Order Amending Administrative Rules

Under the authority vested in this Court to provide by rule for the procedure employed in all courts of this state and this Court's inherent authority to supervise the administration of all courts of this state, Indiana Administrative Rule 16 and its Appendix are amended as follows (deletions shown by ~~striking~~ and new text shown by underlining):

...

**Rule 16. ~~[Reserved] Electronic Filing and Electronic Service Pilot Projects~~**

**~~(A) Definitions.~~** The following definitions shall apply to this rule:

- ~~(1) *E-Filing System.* An E-filing system is a system approved by the Indiana Supreme Court for filing and service of pleadings, motions and other papers ("documents") or information via an electronic means such as the Internet, a court-authorized remote service provider, or through other remote means to and from the trial court's case management system.~~
- ~~(2) *Electronic Filing.* Electronic filing ("E-filing") is a method of filing court documents or information with the Clerk of the Court by electronic transmission utilizing the E-filing system.~~
- ~~(3) *Electronic Service.* Electronic service ("E-service") is a method of serving documents or information by electronic transmission on any User in a case via the E-filing system.~~
- ~~(4) *User Agreement.* A user agreement is an agreement that establishes obligations and responsibilities of the User and the Court and provides guidelines for proper use of the E-filing system.~~
- ~~(5) *User.* A User is an individual that has received authorization from the trial court administering an E-filing system to use that E-filing system by remote access.~~

**~~(B) Approval.~~** Courts wishing to establish an electronic filing or an electronic service pilot project pursuant to these rules must submit a written request for approval and a plan to the Indiana Office of Judicial Administration (IOJA). The IOJA shall define the necessary elements of the plan. At a minimum, the plan must state if and how the system is compatible with the clerk's office and other court users, if it is accessible to the public, if it is accessible to unrepresented litigants, if and what sort of fees will be charged, and all technical details relevant to the approval process. The plan must also

include a process for archival record retention that meets the permanent and other record retention requirements of the Indiana Rules of Court.

- ~~(C) **User Agreements.** The User Agreement must be approved by the IOJA. The User and the Court must execute the User Agreement before the User may use the E-filing system. The User must file the executed User Agreement, and the clerk must note the filing of the agreement on the Chronological Case Summary (CCS) and enter it into the Record of Orders and Judgments (RJO) of the case in which the User is appearing. In the User Agreement, the User must agree to receive service of Documents through the E-filing system. In the User Agreement, the Court shall issue to the User distinct remote access with a unique password and user identification. The trial court may enter into a User Agreement with any attorney licensed to practice law in Indiana, an individual designated pursuant to Ind. Small Claims Rule 8(C) to appear for a corporation, partnership or sole proprietorship in small claims cases, and with any party in a particular case.~~
- ~~(D) **Fees.** Upon the request and at an amount approved by the majority of judges of courts of record in the county, the County Board of Commissioners may adopt, in accordance with Ind. Administrative Rule 9(E), an electronic system fee to be charged in conjunction with the use of the E-filing system. The fees must be included in the User Agreement and in the plan submitted pursuant to section (B) of this rule.~~
- ~~(E) **Signature.** The filing of documents and information through the E-filing system by use of a valid username and password is presumed to have been authorized by the User to whom that username and password have been issued and documents filed through the E-filing system are presumed to have been signed by the same User.~~
- ~~(F) **Commencement of an Action.** An action may be commenced by E-filing only in a court which has adopted a pilot project plan approved by the IOJA pursuant to this rule.~~
- ~~(G) **Time of Filing.** Documents or information may be filed through an E-filing system at any time. Documents or information filed through the E-filing system are deemed filed as of the time shown on the time stamp issued by the E-filing system.~~
- ~~(H) **Original Document.** Until such time that a Court implements a process approved by the IOJA for the permanent retention of electronically transmitted, served or maintained documents, the Court must maintain a traditional paper copy of all electronic documents required to be maintained pursuant to the Indiana Rules of Court in the medium required. Upon the approval by the IOJA of a permanent record retention process for electronically filed and served documents, a Document filed or served through an E-filing system shall be deemed an original record. Attorneys and unrepresented parties must retain signed copies of such electronically filed documents and, upon the Court's request, must provide such documents to the Court.~~
- ~~(I) **Request for Changes to the System.** A Court authorized to administer an E-filing system must seek approval from the IOJA for any changes to the E-filing system that the Court wishes to implement after the initial approval.~~

**Appendix. The Necessary Elements of a Proposed Plan to Implement Electronic Filing or An Electronic Service Pilot Project Pursuant to Administrative Rule 16**

~~Pursuant to Administrative Rule 16(B), the following provisions relate to the necessary elements required in any written request for approval of an electronic filing or an electronic service pilot project. The IOJA may modify these provisions at any time.~~

## **I. Definitions**

- ~~(a) “Filing User” refers to attorneys who have an electronic case filing log in and password to file documents electronically, or the agent an attorney has expressly designated to make a filing on his or her behalf.~~
- ~~(b) “Electronic Case Filing System” (ECF) refers to the court’s system that receives in electronic form documents or information via the Internet, a court authorized remote service provider, or through other remote means to and from the trial court’s case management system.~~
- ~~(c) “Notice of Electronic Filing” refers to the notice that is automatically generated by the Electronic Case Filing System at the time a document is filed with the system, setting forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, and the name of the attorney(s) receiving the notice.~~
- ~~(d) “Archival Retention” refers to permanent records retention pursuant to Administrative Rule 7.~~
- ~~(e) “Registration” refers to the execution of the User Agreement (see below) by a Filing User.~~

## **II. Elements**

~~A proposed plan submitted pursuant to Administrative Rule 16(B) must contain the following elements:~~

### **A. System Compatibility**

~~A detailed description of how the proposed system is compatible with the clerk’s office and the current technology in use in the court and court offices.~~

### **B. User Hardware and Software Requirements**

~~The specific hardware and software users will need to electronically file documents and information and receive notice of case activity.~~

### **C. System Users**

~~An identification of other court users, including the public, and a description of how the proposed system would be compatible with their use. Any proposed system must allow members of the public to view electronic and hard copy documents, unless they are deemed confidential by statute, court rule, or court order.~~

### **D. Eligible Cases**

~~A description of what cases may be filed electronically, what cases must be filed electronically and what cases cannot be filed electronically.~~

### **E. Fees**

~~What fees will be charged, if any, including those applicable to filing, serving, viewing and/or copying court documents. Proposals also must include a discussion of how fees will be collected and a comparison of the proposed fees to the existing (pre-electronic) fee structure. All fees must comply with the provisions of Administrative Rule 16(D).~~

**~~F.—Document Preservation~~**

~~A description of the process for archival retention that satisfies permanent records retention and other requirements of the Indiana Rules of Court.~~

**~~G.—Local Rules~~**

~~Any proposed local rules that the court intends to adopt to aid in the implementation of the Plan or the ECF.~~

**~~H.—Forms~~**

~~Any forms that the court has developed to aid in the implementation of the Plan or the ECF, such as:~~

~~Attorney Registration Form~~

~~Notice of Manual Filing~~

~~Notice of Signature Endorsement~~

~~Declaration that Party Was Unable to File in a Timely Manner Due to Technical Difficulties.~~

~~Notice of Filing Sealed/Confidential Document Manually~~

**~~I.—Security~~**

~~The measures that the court or its vendor would employ to protect the security of the ECF.~~

**~~J.—Proof of Service~~**

~~A detailed description of how the system will accomplish service of process pursuant to Trial Rule 5 through electronic means. Return receipt email will not be considered adequate proof of service of process. In addition, the plan must describe how the court and other users may verify the service in the future.~~

**~~K.—Legal XML Compliance~~**

~~A description of how the system will comply with the Legal XML E-Filing Standard. Compliance with this standard will help ensure compatibility with the future statewide CMS.~~

**~~L.—Proposed User Agreement(s), Forms, Other Documents~~**

~~A sample of the proposed User Agreement(s) required by Administrative Rule 16(C), accompanied by a detailed description its components, the procedure for its use and the method by which the unique password and user identification will be assigned. In addition, any forms and other generic documents to be incorporated must be provided.~~

**~~M.—A proposed Implementation Plan and Schedule~~**

~~A detailed description of when and how the Plan and system will be implemented, including anticipated training arrangements.~~

**~~N. Accessibility by Unrepresented Litigants~~**

~~A detailed description of whether unrepresented litigants are permitted to use the system, and if so, how they will be accommodated. In addition, the plan must describe how documents filed in hard copy by unrepresented litigants will be served to the other parties.~~

**~~O. Performance Measurements~~**

~~A detailed description of how the Court will determine if the pilot project meets expectations. These measurements may be a combination of reports and user queries. Some examples may be the equivalent of “comment cards” sent to the users and returned to the Court, error reporting by the user when he or she encounters a difficulty, the error being returned to the court, reports of downtime (maintenance) and system failures (i.e. crash) monthly or quarterly, and routine reviews by the system administrator for feature or software upgrades.~~

**III. Content/Substantive Requirements**

In addition to the elements outlined above, any proposed Plan shall include the following content:

**~~A. Eligible Users~~**

~~Attorneys admitted to the Indiana bar and in good standing are eligible to register as Filing Users of a court’s Electronic Case Filing system. Registration via the User Agreement should require the Filing User’s name, address, telephone number, Internet e-mail address, and a declaration that the attorney is admitted to the bar. Filing Users must notify the clerk of the court in writing within 30 days of any change of address, electronic or otherwise.~~

**~~B. Registration Obligations~~**

~~Registration as a Filing User constitutes consent to electronic service of all documents in accordance with the Indiana Rules of Court. Filing Users must agree to protect the security of their passwords and immediately notify the clerk if they learn that their password has been compromised.~~

**~~C. Public Accessibility~~**

~~Members of the public may review at the clerk’s office filings that have not been sealed by the court. A person who has system access may retrieve docket sheets and documents. Only a Filing User may file documents and information electronically.~~

**~~D. General Format Requirements~~**

~~Formatting requirements for all documents filed electronically must comply with the format and procedures set forth in the Indiana Rules of Court and the local rules for the county in which the electronic filing occurs. (If the court intends to~~

~~create local rules specifically applicable to electronic filing, a copy of such proposed local rules must be included with the proposed plan).~~

#### **~~E.—Initial Pleadings~~**

~~With the exception of cases involving infractions, the initial pleading and accompanying documents, including the complaint and service of the summons, must be served in the traditional manner on paper. The plan must describe the method by which proof of service of process pursuant to Trial Rule 4 will be reflected on the electronic docket. In the event a case is initiated electronically, the plan shall include a description of the method by which the relevant filing and service fees are collected and remitted to the Clerk's office.~~

#### **~~F.—Appearance~~**

~~The filing of a Notice of Appearance shall act to establish the filing attorney as an attorney of record representing a designated party in a particular cause of action.~~

#### **~~G.—Format of Attachments and Exhibits~~**

~~Filing Users must submit in electronic form all documents referenced as exhibits or attachments, except as specifically permitted by court rule or order.~~

~~Exceptions to the electronic filing requirement include the following documents:~~

- ~~a.—Exhibits in a format that does not readily permit electronic filing, such as videotapes, x-rays and similar materials;~~
- ~~b.—Paper documents that are illegible when scanned into PDF format; and~~
- ~~c.—Documents filed under seal or information not for public access as defined in Administrative Rule 9(G).~~

~~Such components shall not be filed electronically, but instead shall be manually filed on paper with the clerk, and served upon the parties in accordance with the applicable Indiana Rules of Court and local rules for filing and service of non-electronic documents. Parties making a manual filing of a component must file electronically, in place of the manually filed component, a Notice of Manual Filing setting forth the reason(s) why the component cannot be filed electronically. The manually filed component must be presented to the clerk within 24 hours after the electronic submission of the Notice of Manual Filing. A paper copy of the electronically filed Notice of Manual Filing must accompany the component at the time of manual filing.~~

#### **~~H.—Certificate of Service~~**

~~A certificate of service, if required by the Rules of Trial Procedure, must be included with all documents and information filed electronically. The certificate shall indicate that service was accomplished pursuant to the court's electronic filing procedures. The party effectuates service on all registered parties by filing electronically. Those parties or attorneys who have been permitted by the court to be exempt from the electronic filing requirement must be provided the documents in paper form in accordance with the Indiana Rules of Court.~~

**~~I.—Electronic Copies and Electronic File-Stamps~~**

~~When a document or information is filed electronically, the official record is the electronic recording of the document as stored by the court. The system will generate a Notice of Electronic Filing, which will be transmitted via e-mail to the filer and all attorneys of record in the matter. The Notice of Electronic Filing serves as the court’s date stamp and proof of filing.~~

**~~J.—Password Serves as Signature~~**

~~No Filing User or other person may knowingly permit or cause to permit a Filing User’s password to be used by anyone other than an authorized agent of the Filing User. A Filing User has responsibility for all transactions under his or her password and is obligated to notify the clerk if his or her password is compromised.~~

~~The log in and password required to submit documents and information to the Electronic Case Filing System shall serve, in part, as the Filing User’s signature on all electronic documents filed with the Court, and as the Filing User’s authorization for filing information with the Court. They also serve as a signature for purposes of the Indiana Rules of Court, the local rules of the court, and any other purpose for which a signature is required in connection with proceedings before a court.~~

**~~K.—Signatures Other Than Filing User~~**

~~Documents requiring signatures for two or more parties represented by different counsel must be electronically filed either by: (a) representing the consent of the other attorney(s) on the signature line where the other attorney’s handwritten signature would otherwise appear; (b) identifying in the signature block attorneys whose signatures are required and by the submission of a notice of endorsement by the other attorneys no later than three business days after filing; (c) submitting a scanned document containing all necessary signatures; or (d) in any other manner approved by the court.~~

**~~L.—Filing Consequences~~**

~~Electronic transmission of a document or information to the Electronic Case Filing System consistent with these rules, together with the transmission of a Notice of Electronic Filing from the court, constitutes filing of the document or information for all purposes of the Indiana Rules of Court and the local rules of the court, and constitutes entry of the filing on the court’s docket. When a document or information has been filed electronically, the official record is the electronic recording of the document or information as stored by the court, and the filing party is bound by the document or information as filed.~~

~~Filing a document or information electronically does not alter the filing deadline for that document or information. Filing must be completed before midnight local time of the court in order to be considered timely filed that day.~~

~~When a document or information is filed electronically, the court’s system must generate a Notice of Electronic Filing, which will be transmitted via e-mail to the filer and all attorneys of record in the matter who are Filing Users. The party~~

submitting the filing should retain a paper or electronic copy of the Notice of Electronic Filing, which serves as the court's date stamp and proof of filing. Transmission of the Notice of Electronic Filing to an attorney's registered e-mail address constitutes service upon the attorney. Only the Notice of Electronic Filing, generated and transmitted by the court's system, is sufficient to constitute electronic service of an electronically filed document. Those parties or attorneys who have been permitted by the court to be exempt from the electronic filing requirement must be provided notice of the filing in paper form in accordance with the Indiana Rules of Court.

#### **M. Sealed Documents**

The provider of the electronic filing system must certify a level of security for sealed documents that demonstrates the ability to comply with the Indiana Rules of Court, especially Administrative Rule 9. The party filing a sealed document also must electronically file a Notice of Manual Filing. No document will be maintained under seal in the absence of an authorizing statute, court rule, or court order.

#### **N. Court Orders**

Immediately upon the entry of an order or judgment in an action assigned to the Electronic Filing System, the clerk will transmit to Filing Users in the case, in electronic form, a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Indiana Rule of Trial Procedure 77(D). If a party is not represented by at least one attorney who is a Filing User, the court must give notice in paper form in accordance with the Indiana Rules of Court.

#### **O. Technical Difficulties**

Parties are encouraged to file documents and information electronically during normal business hours, in case a problem is encountered. In the event a technical failure occurs, and despite the best efforts of the filing party a document or information cannot be filed electronically, the party should print (if possible) a copy of the error message received. In addition, as soon as practically possible, the party should file a Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties.

If a party is unable to file electronically and, as a result, may miss a filing deadline, the party must contact the designated Electronic Filing System Administrator. If a party misses a filing deadline due to an inability to file electronically, the party may submit the untimely filed document, accompanied by a declaration stating the reason(s) for missing the deadline. The document and declaration must be filed no later than 12:00 noon of the first day on which the court is open for business following the original filing deadline.

#### **P. Retention of Documents in Cases Filed Electronically**

Filing Users must retain signed copies of electronically filed documents until two (2) years after all time periods for appeals expire. Documents that are electronically



~~filed and require original signatures other than that of the Filing User must be maintained in paper form. On request of the court, the Filing User must provide original documents for review.~~

~~Originals of documents filed electronically which require scanning (e.g. documents that contain signatures, such as affidavits) must be retained by the filing party and made available, upon request, to the Court and other parties for a period of two years following the expiration of all time periods for appeals.~~

**~~Q. Entry of Court Orders~~**

~~All signed orders must be filed electronically by the court or court personnel. All orders, decrees, judgments, and proceedings of the court filed electronically will constitute entry on the court's docket. A hardcopy version of all judgments shall be entered in the Court's Record of Judgments and Orders, pursuant to Trial Rule 77(D).~~

**IV. Exemption Requests**

~~Any court tendering a Plan for approval may seek exemption from including or complying with one or more of the elements or content requirements specified in this Appendix by identifying:~~

- ~~(1) The specific requirement from which the applying court seeks to be exempted;~~
- ~~(2) The basis for seeking the exemption; and~~
- ~~(3) What the applying court shall do in lieu of or to serve the underlying purpose of the specified requirement.~~

~~The IOJA shall consider Requests for Exemption from the specifications of this Appendix on a case-by-case basis. In the event that the Request for Exemption is denied, such determination shall not preclude approval of the remainder of a court's tendered Plan.~~

...

This amendment shall take effect on the date of the Order.

Done at Indianapolis, Indiana, on 10/17/2019 .



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Loretta H. Rush  
Chief Justice of Indiana

All Justices concur.