

**Special Courts Committee
Judicial Conference of Indiana
Minutes**

**March 5, 2021
Meeting via Microsoft Teams**

1. Attendance: The following members participated in the meeting: Kathleen Belzeski, Thomas Cannon Jr., Travis Sandifur, Julie Verhey, Garland Graves, and Kimberly Bacon, Chair.
2. Approval of Minutes: The committee reviewed and unanimously approved the minutes from the December 11, 2020 virtual meeting.
3. BMV- Requirements for Court Order Title Issuance: The committee reviewed two informative documents/checklists, one for pro se litigants and one for judges regarding BMV title processes. The committee voted unanimously to send the pro se litigant document to the Coalition for Court Access and to post the judge document to the committee Benchbook site.
4. 2020 Benchbook edits: The committee reviewed and discussed suggested benchbook edits from committee members and IOCS staff. The committee agreed to the edits and to proceed with final publication of the 2021 edition of the benchbook. The committee tabled three topics/revisions to be reviewed via email by the committee for approval: discussion on waiver of counsel in misdemeanor cases, notice from the court on small claims cases, and post judgment payment agreements.

2021 meeting dates: May 14, August 13, November 5

All meetings will be held at 11 a.m. virtually via Microsoft Teams until further notice.

**Special Courts Committee
Judicial Conference of Indiana
Minutes**

**May 14, 2021
Meeting via Microsoft Teams**

1. Attendance: The following members participated in the meeting: Thomas Cannon Jr., Travis Sandifur, Kyle Noone, and Kimberly Bacon, Chair.
2. Approval of Minutes: The Committee reviewed and unanimously approved the minutes from the March 5, 2021 virtual meeting.
3. 2020 Benchbook edits: The Committee reviewed three outstanding topics to complete publication of the Benchbook. The Committee agreed to the following:
 - a. add waiver of counsel to the Benchbook, including a reference on the topic to the Criminal Benchbook;
 - b. include a waiver of counsel form to the Special Courts Benchbook;
 - c. to amend form F-1 Notice from the Court on Small Claims Cases to remove references to the jurisdictional amounts and re-organize the form;
 - d. expand upon the existing Post Judgment Payment Agreement form and add a corresponding order;
 - e. and add a Post Judgment Payment Agreement form specific to landlord/tenant cases.
4. 2021 Legislative Session: The Committee discussed recent relevant legislation including SB 201, HB 1199, HB 1252, and HB 1541.
5. Other business:
 - a. The Committee discussed the recent CDC Debt collection interim rule and what is occurring in local courts.
 - b. The Committee agreed to discuss meeting in person at a future meeting.
 - c. Judge Bacon thanked two members (Matthew Bailey and Jeffrey Thorne) rotating off the committee for their service.

2021 meeting dates: August 13, November 5

All meetings will be held at 11 a.m. virtually via Microsoft Teams until further notice.

**Special Courts Committee
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**Minutes
August 13, 2021**

1. Attendance: The following members participated in the meeting: Thomas Cannon, Jr., Travis Sandifur, Kyle Noone, Kathleen Belzeski, Sam Conrad, Garland Graves, Steven Hagen, David Happe, Tammy Somers, and Kimberly Bacon, Chair.
2. Welcome: The committee welcomed three new members: Judge Samuel Conrad, Adams County, Mag. Tammy Somers, Hendricks County and Judge David Happe, Madison County.
3. Approval of Minutes: The committee reviewed and unanimously approved the minutes from the May 14, 2021 virtual meeting.
4. Small Claims Manual: The committee discussed and approved updates to the manual including jurisdictional limits, the affidavit of debt form and other minor changes as suggested. The updated 2021 manual will be uploaded to the website.
5. 2021 Benchbook updates: The committee members volunteered to update the Benchbook with 2021 legislative changes and case law and agreed to add a section on emergency orders under I.C. 32-31-6. The assignments will be distributed via email and the members will complete their assigned updates for review at the November 2021 meeting or the first meeting in 2022.
6. City/Town Court Manual: The committee discussed the manual and the members volunteered to update it in coordination with some former city/town judges who are now Circuit/Superior judges and current city/town judges through the association. The assignments will be distributed via email and the members will complete their updates for review at the November 2021 meeting or the first meeting in 2022.
7. Other business:
 - a. The committee discussed changes to the Small Claims Rules effective January 2022. The committee agreed to update the Small Claims Manual with these changes at the November 2021 meeting and further discuss any guidance the committee would like to publish in the Benchbook regarding these changes.
 - b. The committee reviewed a recent civil collections case, RAB Performance Recoveries, LLC v. Knight and agreed to add the case to the Benchbook regarding default judgments.
 - c. Judge Graves discussed a recent unpublished opinion out of his court, Alam v. Tucker.

2021 Meeting Dates: November 5

The meeting will be held virtually at 11am on Microsoft Teams.

**Special Courts Committee
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**Minutes
November 5, 2021**

1. Attendance: The following members participated in the meeting: Thomas Cannon, Jr., Travis Sandifur, Kyle Noone, Kathleen Belzeski, Julie Verheye, Sam Conrad, Garland Graves, Steven Hagen, Tammy Somers, and Kimberly Bacon, Chair.
2. Approval of Minutes: The committee reviewed and unanimously approved the minutes from the August 13, 2021 virtual meeting.
3. Small Claims Manual: The committee discussed and unanimously approved updates to the manual regarding Small Claims Rules changes effective January 1, 2022. The committee also discussed a recent article about evictions that mentioned the manual. Judge Bacon and Magistrate Belzeski agreed to draft changes to the “What all Landlords and Tenants Should Know” section that will be circulated to the committee via email for approval prior to January 2022. The committee agreed to post the manual in early January 2022.
4. 2021 Benchbook updates and City/Town Court Manual: The committee agreed to table review of the Benchbook and City/Town Court Manual until the next meeting in 2022. Committee members that agreed to draft revisions shall have those completed and to committee staff by December 31, 2021.
5. Other business:
 - a. The committee agreed to the following meeting dates for 2022: January 14, April 8, July 8, and October 14.

2022 Meeting Dates: January 14, April 8, July 8, and October 14.

The meetings will be held virtually at 11am on Microsoft Teams until further notice.