



INDIANA SUPREME COURT

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Indianapolis, Indiana 46204

Office of Judicial Administration

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August 21, 2020

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 senior judges 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; and
- Resources and template settlement documents.

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.

Senior judges may select one of the following options for receiving payment for facilitations:

1. Submit a facilitation claims form to OJA, indicating you are seeking senior judge credit, and receive senior judge day credit by following your current claim voucher process. If you need senior judge credit, then you must select payment under this option. Facilitation matters will count for your reported hours and be paid at the daily senior judge rate based on your credit status (i.e. less than 30 days - \$175/day; over 30 days - \$250/day). Email [Heather Falks](#) with questions on this payment process.
2. Submit a facilitation claims form to OJA, indicating you are NOT seeking senior judge credit, and receive the same flat fees provided to attorney facilitators. Each facilitation is eligible for a \$25 flat rate for scheduling and a \$150 flat rate for the facilitation session. You will not receive senior judge credit under this option.

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

JUSTIN P. FORKNER, CHIEF ADMINISTRATIVE OFFICER

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