



**Office of Administrative
Law Proceedings**
100 N. Senate Ave., Room N802
Indianapolis, IN 46204

Mike Braun
Governor

Jake May
Director

NOTICE

To: Attorneys Appearing Before The Office Of Administrative Law Proceedings

For all cases that do not arise out of FSSA actions, the Office of Administrative Law Proceedings (OALP) utilizes a case management system supported by the Indiana Office of Court Technology. This system integrates attorney contact information maintained by the Indiana Supreme Court (Court) through your Roll of Attorneys record. This means that you will receive e-service from “OALP Support Team” to the email address you have selected as your “Contact for E-service and E-notice” on the Court’s portal.

To ensure you receive e-service from OALP, please change your contact information with the Court by following these brief steps:

- 1) Log into your account with the Court:
<https://secure.in.gov/apps/courts/portal/>
- 2) Select “Update contact information”
- 3) Locate the section titled “Contact for E-service and E-notice” on the bottom right of the website 
- 4) Update your email in that section to be the address at which you will receive e-service

Contact for E-service and E-notice
Choose the contact information to use for the E-filing Public Service List and notices from the appellate courts.

Firm Name*

Show (Not optional) ▾

Mailing Address*

Home ▾

Email*

Primary Email ▾

Add an email address below to have someone else copied on e-filed documents served to your public service list address.

E-filing Administrative Copy Email

You may find the following Court resources helpful in this process:

Help Updating Contact Information
(<https://www.in.gov/judiciary/3885.htm>)

A Guide to Updating Attorney Contact Information
(<https://www.in.gov/judiciary/tutorials/efile-update-attorney-contact/#/>)

Additionally, you may serve filings on OALP by any method allowed by law, including emailing filings in a .pdf format to OALP@OALP.IN.gov. Please include in your email your OALP cause number, the name of the party whom you represent, and the title of the document you are filing.

While OALP will take every precaution to ensure that you are served, please be advised that updating your contact information is the best way to prevent any errors from occurring. E-service will still be offered to those who are not included in the Indiana Roll of Attorneys at a provided email address. Finally, if allowed by law, attorneys may continue to accept service by another method.

Thank you for your attention to this matter. If you have any additional questions, please direct your inquiry to OALP@OALP.IN.gov.