

TIPPECANOE COUNTY LOCAL RULES OF COURT

Effective January 1, 2026.

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Honorable Sean M. Persin
Honorable Randy J. Williams
Honorable Steven P. Meyer
Honorable Faith A. Graham
Honorable Mathew S. Sandy
Honorable Kristen E. McVey
Honorable Michael A. Morrissey
Honorable Daniel J. Moore

Tippecanoe Circuit Court
Superior Court of Tippecanoe County
Superior Court No. 2 of Tippecanoe County
Superior Court No. 3 of Tippecanoe County
Superior Court No. 4 of Tippecanoe County
Superior Court No. 5 of Tippecanoe County
Superior Court No. 6 of Tippecanoe County
Superior Court No. 7 of Tippecanoe County

A. ADMINISTRATIVE RULES

LR79-AR1-1. County Caseload.

1. Criminal

- a. All cases wherein the most serious charge alleged is Murder, a Class A, B, or C felony or a Level 1, 2, 3, or 4 felony shall be assigned to Tippecanoe Circuit Court, Tippecanoe Superior Court No. 1, and Tippecanoe Superior Court No. 2, on a random basis according to the following ratio:

Court	Ratio
Tippecanoe Circuit Court	1
Tippecanoe Superior Court 1	2
Tippecanoe Superior Court 2	2

- b. For any defendant who has a Class A, B, or C felony or a Level 1, 2, 3, or 4 felony case pending or who is serving a Class A, B, or C felony or a Level 1, 2, 3, or 4 felony sentence, whether executed or suspended, any new case in which the most serious charge alleged is a Class A, B, or C felony or a Level 1, 2, 3, or 4 felony shall be filed in the court having jurisdiction of the oldest such prior case. Upon learning that such a case has been filed in the wrong court, the prosecutor shall within 14 days move to transfer the case to the proper court.
- c. All cases wherein the most serious charge alleged is a Level 5 felony filed under I.C. 35-42-2-1.3 (Domestic Battery) shall be assigned to Tippecanoe Superior Court No. 1.
- d. All Class D felonies, Level 6 felonies, misdemeanors, and infractions alleging a violation of Indiana Code Title 9, Traffic Code, except cases in which the lead charge is Operating While Suspended with Prior Conviction, a Class A misdemeanor, shall be assigned to Superior Court No. 6 of Tippecanoe County.
- e. All traffic infractions or misdemeanors alleging a violation of Indiana Code Title 9, Traffic Code ONLY filed against an individual sixteen (16) or seventeen (17) years of age shall be filed in Superior Court No. 6 of Tippecanoe County.
- f. All other Level 5 felonies, Class D felonies, Level 6 felonies, misdemeanors, and infractions alleging a violation of Indiana Code not specifically set forth in these rules shall be assigned to Superior Court No. 4, Superior Court No.

5 and Superior Court No. 7 of Tippecanoe County in accordance with the defendant's date of birth as follows:

Court	Date of Birth
Tippecanoe Superior Court 4	1-10
Tippecanoe Superior Court 5	11-20
Tippecanoe Superior Court 7	21-31

- i. Escape. Where it is alleged a defendant committed the offense of Escape or Failure to Return to Lawful Detention (I.C. 35-44.1-3-4) in violation of an order issued by a Tippecanoe County Court, the charge of Escape or Failure to Return to Lawful Detention shall be filed in the court which issued the order.
 - ii. Where it is alleged a defendant committed the offense of Escape or Failure to Return to Lawful Detention (I.C. 35-44.1-3-4) in violation of an order issued by a court in any other county, state or jurisdiction, the charge of Escape or Failure to Return to Lawful Detention shall be filed in Tippecanoe Superior Court No. 5.
 - g. When it is alleged that defendants jointly commit a crime or crimes and the most serious charge alleged is Murder, the cases shall be assigned together to Tippecanoe Circuit Court, Tippecanoe Superior Court No. 1 or Tippecanoe Superior Court No. 1 Superior Court No. 2 of Tippecanoe County on a random basis in the ratio of 1:2:2 set forth above.
 - h. Where it is alleged that defendants jointly commit a crime or crimes, and the most serious charge alleged is a Class A, B or C felony or a Level 1, 2, 3, or 4 felony, their cases shall be filed together in the same court. In any such cases where one or more of the defendants has a Class A, B or C felony or a Level 1, 2, 3, or 4 felony case pending or is serving a Class A, B, or C felony or a Level 1, 2, 3, or 4 sentence, whether executed or suspended, all the cases shall be filed in the court having jurisdiction of the oldest such prior case. Any case in which the most serious charge is a Level 5 felony, Class D felony, Level 6 felony, misdemeanor or infraction shall be filed as specified above, notwithstanding any charges against co-defendants.
 - i. When the State of Indiana dismisses a case and chooses to re-file that case, the case shall be assigned to the court from which dismissal was taken.
2. Civil
- a. Commercial Court Eligible. All CE case types shall be assigned to Tippecanoe Superior Court No. 7.
 - b. Orders of Protection. All petitions for civil orders of protection shall be initially filed in Tippecanoe Superior Court No. 5.
 - c. Collections. All CC case types in which the amount in controversy is greater than \$10,000.00 shall be assigned to Tippecanoe Superior Court No. 1. All CC case types in which the amount in controversy is less than \$10,000.00

shall be assigned to Tippecanoe Superior Court No. 4 and Tippecanoe Superior Court No. 5 on a random basis in accordance with the following ratio:

Court	Ratio
Tippecanoe Superior Court No. 4	1
Tippecanoe Superior Court No. 5	1

- d. All MF case types shall be assigned to Superior Court No. 2 of Tippecanoe County.
- e. All RF case types shall be assigned to Superior Court No. 5 of Tippecanoe County.
- f. Expungements.
 - i. Petitions to expunge records under I.C. 35-38-9-1 shall be filed in the court in which the charges were filed under a new expungement (XP) cause without the payment of court costs, and if no charges were filed or the petition includes Section 1 requests from multiple courts, then said petitions shall be filed in Tippecanoe Superior Court No. 2 under a new expungement (XP) cause without the payment of court costs.
 - ii. Petitions to expunge misdemeanor convictions under I.C. 35-38-9-2, Class D or Level 6 felony convictions under I.C. 35-38-9-3, less serious felony convictions under I.C. 35-38-9-4, and certain serious felony convictions under I.C. 35-38-9-5 shall be filed under a new expungement (XP) cause with the payment of court costs. Said petitions shall be filed in the court in which conviction was entered, unless the petition seeks to expunge causes from multiple courts, then the petition shall be filed in Tippecanoe Superior Court No. 2. The payment of court costs is required so long as the petition includes a request to expunge at least one conviction.
- g. Petitions for Specialized Driving Privileges seeking to stay a court ordered driver's license suspension shall be filed in the court that imposed the driver's license suspension under an MI cause number with payment of filing fees. All other Petitions for Specialized Driving Privileges shall be filed in Superior Court No. 6 under an MI cause number with payment of filing fees.
- h. Petitions for Change of Name. All petitions seeking change of name for adults and children shall be initially filed in Tippecanoe Superior Court No. 5.
- i. All civil matters not otherwise assigned in these rules, including PL, CT, and RA case types, may be filed in Tippecanoe Circuit Court, Tippecanoe Superior Court No. 1, or Tippecanoe Superior Court No. 2 unless the court assignment is otherwise determined by statute or rule.

3. Small Claims/Evictions

- a. Civil cases intended to be subject to the small claims rules and jurisdictional limits, whether filed as SC or EV cases, shall be divided between Tippecanoe Superior Court No. 4 and Tippecanoe Superior Court No. 7, as follows:
 - i. All SC cases involving landlord/tenant issues and EV case types shall be filed in Tippecanoe Superior Court No. 7.
 - ii. All SC cases involving other than landlord/tenant issues shall be filed in Tippecanoe Superior Court No. 4.
- b. Civil cases involving landlord/tenant issues exceeding the small claims jurisdictional limit, whether filed as EV (civil) or other case type, shall be filed in Tippecanoe Circuit Court, Tippecanoe Superior Court No. 1, or Tippecanoe Superior Court No. 2.

4. Juvenile

- a. Tippecanoe Superior Court No. 3 County exercises juvenile jurisdiction only. All juvenile case types shall be filed in Tippecanoe Superior Court No. 3.
- b. JM cases involving Collaborative Care under I.C. 31-28-5.8 shall be filed in Tippecanoe Superior Court No. 3 without payment of filing fees. MI cases involving Petitions for Order Granting Minor Approval to Marry under I.C. 31-11-1-7 shall be filed as a confidential case in Tippecanoe Superior Court No. 3 with payment of civil filing fees. JM cases involving Petitions for Waiver of Parental Consent to Abortion under I.C. 16-34-2-4 shall be filed in Tippecanoe Superior Court No. 3 as a confidential case without payment of filing fees.
- c. Petitions for Establishment of Paternity, Establishment/Enforcement of Child Support, Legal Separation to Establish Child Support, Reciprocal Support, Reciprocal Enforcement of Child Support (UIFSA), Modification of Support under Uniform Child Custody Jurisdiction Act, and/or Enforcement or Registration of Foreign Child Support Order initiated by State of Indiana IV-D Child Support Office shall be filed in Superior Court No. 3.
- d. Petitions for Establishment of Paternity that are not initiated by the State of Indiana IV-D Child Support Office may be filed in Tippecanoe Circuit Court, Tippecanoe Superior Court No. 1, and Tippecanoe Superior Court No. 2; however, petitions initiated by a pro se party shall be assigned on a random basis according to the following ratio:

Court	Ratio
Tippecanoe Circuit Court	1
Tippecanoe Superior Court No. 1	1
Tippecanoe Superior Court No. 2	1

- e. Petitions to expunge court records concerning a delinquent child or a child in need of services under I.C. 31-39-8 shall be filed in Tippecanoe Superior Court No. 3 in the original cause without payment of filing fees. Petitions to expunge substantiated reports of the Department of Child Services under I.C. 31-33-27-5 shall be filed in Tippecanoe Superior Court No. 3 under a JM cause with payment of filing fees. Petitions to expunge juvenile delinquency records under I.C. 35-38-9-1 shall be filed in the original cause without payment of filing fees. Petitions to expunge juvenile delinquency arrests under I.C. 35-38-9-1, without an existing juvenile delinquency case, shall be filed in Tippecanoe Superior Court No. 3 under a JM cause without payment of filing fees.

5. Family Law

- a. Petitions for dissolution of marriage, with or without children, in which a fee waiver is requested shall be filed in Tippecanoe Superior Court No. 2.
- b. All other petitions for dissolution of marriage with or without children and petitions for separation may be filed in Tippecanoe Circuit Court, Tippecanoe Superior Court No. 1, or Tippecanoe Superior Court No. 2. Petitions initiated by a pro se party shall be assigned on a random basis according to the following ratio:

Court	Ratio
Tippecanoe Circuit Court	1
Tippecanoe Superior Court No. 1	1
Tippecanoe Superior Court No. 2	1

- c. Petitions for grandparent visitation shall be filed in the Court with jurisdiction over any custody/parenting time orders for the child who is the subject of the request for grandparent visitation. If no prior custody/parenting time orders have been issued, the petition may be filed in Tippecanoe Circuit Court, Tippecanoe Superior Court No. 1, or Tippecanoe Superior Court No. 2. Petitions initiated by a pro se party shall be assigned on a random basis according to the following ratio:

Court	Ratio
Tippecanoe Circuit Court	1
Tippecanoe Superior Court No. 1	1
Tippecanoe Superior Court No. 2	1

- d. If it is later discovered that a petition for grandparent visitation was filed in a court other than the court with jurisdiction over existing custody/parenting time orders, the matter shall be transferred to the court with appropriate jurisdiction.

6. Miscellaneous

- a. All search warrants and 72-hour holds approved by the Tippecanoe County Magistrate shall be filed in Tippecanoe Superior Court No. 7.

- b. A judge, by appropriate order, may transfer and reassign to any other court of record in the county, any pending case, subject to acceptance by the receiving court.

A case transferred to Tippecanoe County by reason of change of venue from another county may be assigned to a court by agreement of the parties. In the absence of such an agreement, the case shall be filed in accordance with this Local Rule on Case Assignments.

- c. Magistrates and Commissioners.
 - i. The Presiding Judge of Tippecanoe Superior Courts No. 4, 5, 6, and 7 shall assign the Magistrate to serve any of the Tippecanoe Circuit or Superior Courts in a manner which provides greater assistance to the courts with greater caseloads.
 - ii. The Presiding Judge of Tippecanoe Superior Court No. 3 shall assign the Juvenile Magistrate to serve Tippecanoe Superior Court No. 3 in a manner necessary to assist with the juvenile caseload.
 - iii. The Presiding Judge of Superior Court No. 3 of Tippecanoe County shall assign the IV-D Commissioner to serve Tippecanoe Circuit Court, Superior Court, Superior Court No. 2 and Superior Court No. 3 in a manner which provides assistance for caseloads involving the IV-D Child Support Office.

Adopted Aug. 1, 2006, effective Jan. 1, 2007. Amended Nov. 30, 2007, effective Jan. 1, 2008; amended Jan. 6, 2010, effective Jan. 1, 2010; amended Oct. 10, 2011, effective retroactive to Jan. 1, 2011; amended effective September 1, 2012. Amended effective September 1, 2013. Amended effective July 1, 2014. Amended effective July 1, 2015. Amended Effective April 1, 2017. Amended effective January 1, 2020. Amended effective January 1, 2021, Amended effective June 1, 2022, Amended effective January 1, 2026.

LR79-AR15-2. Court Reporter Services.

1. Definitions. For the purposes of this rule, all definitions listed in Ind. R. Admin. P. 15(B) shall apply.
2. Salaries and Per Page Fees.
 - a. Court Reporters shall be paid an annual salary for time spent working under the control, direction and direct supervision of their supervising court during any regular work hours, gap hours or overtime hours. The supervising court shall enter into a written agreement with the court reporters which outlines the manner in which the court reporter is to be compensated for gap and overtime hours; i.e. monetary compensation or compensatory time off regular work hours.
 - b. Court reporters may contract to prepare transcripts outside the hours in which their attendance is required and outside hours they perform other work pursuant to their employment relationship.
 - i. The maximum per page fee a court reporter may charge for the preparation of a county indigent transcript shall be \$5.00. The court reporter shall submit a claim to the court reporter of Superior Court 2, or as otherwise directed by their supervising Judge, who shall submit the claim to the county for the preparation of any county indigent transcripts. The ancillary court department shall have the responsibility of maintaining the budget for county indigent transcripts.
 - ii. The maximum per page fee a court reporter may charge for the preparation of a state indigent transcript shall be \$5.00. The court reporter shall submit the invoice for state indigent transcripts directly to the state.
 - iii. The maximum per page fee a court reporter may charge for the preparation of a private transcript shall be \$5.00. The court reporter shall submit the invoice for private transcripts directly to the attorney or party requesting the transcription. A deposit in the amount of the estimated work shall be required from the attorney or party making a private transcript request.
 - iv. Request for expedited transcript to be prepared within 24 hours must be limited to 50 pages and shall be charged at the rate of \$8.50 per page. Request for expedited transcript to be prepared within 5 days must be limited to 150 pages and shall be charged at a rate of \$7.50 per page. Any request over 150 pages to be completed within 15 days shall be considered expedited and shall be charged at the rate of \$10.00 per page. Any other expedited rates may be approved by the Judge of the Court in which the proceeding originates.
 - v. An additional labor charge of \$25.00 may be assessed for preparation of each volume and or binder which includes the cost of all office supplies and electronic submission if required.

- vi. The maximum per page fee a court reporter may charge for additional copies of a transcript (state indigent or private) shall be \$1.00. The court reporter shall submit the invoice for the additional transcript copy directly to the attorney or party requesting the copy.
 - c. Each court reporter shall report, at least on an annual basis, all transcript fees received for the preparation of county indigent, state indigent or private transcripts to the Indiana Supreme Court Office of Court Administration. The reporting shall be made on forms prescribed by the Office of Court Administration.
 - d. A late fee of up to \$25.00 may be assessed against any private pay transcript in the event payment is not made within 10 days from the date of the Notice of Filing of Transcript.
3. Private Practice.
- a. If a court reporter elects to engage in private practice through the recording of a deposition and/or preparing of a deposition transcript, and the court reporter desires to utilize the court's equipment, work space and supplies, and the court agrees to the use of the court equipment for such purpose, the court and the court reporter shall enter into a written agreement which must, at a minimum, designate the following:
 - i. The reasonable market rate for the use of equipment, work space and supplies;
 - ii. The method by which records are to be kept for the use of equipment, work space and supplies; and
 - iii. If a court reporter elects to engage in private practice through the recording of a deposition and/or preparing of a deposition transcript, all such private practice work shall be conducted outside of regular working hours.

Amended and approved effective April 7, 2017, amended effective January 1, 2020, amended effective January 1, 2026.

LR79-AR21-3. Criminal Case Reassignment and Special Judges.

In the event a change of judge is granted pursuant to Indiana Criminal Rule 2.4 or it becomes necessary to assign another judge in any felony or misdemeanor proceeding, the case shall be returned to the Clerk of court for random selection of another court from among all the courts in Tippecanoe County other than Superior Court No. 3. On selection, the case shall be reassigned by the Clerk to the selected court.

In the event no judge is available for assignment or reassignment of a felony or a misdemeanor case, such case shall be certified to the Indiana Supreme Court for the appointment of a special judge. In the event the judge presiding in a felony or misdemeanor case concludes that the unique circumstances presented in such proceeding require appointment by the Indiana Supreme Court of a special judge, the presiding judge may request the Indiana Supreme Court for such appointment.
Amended effective June 1, 2010.

Amended effective June 1, 2010.

LR79-AR00-4. Assigned Counsel and Guardian Ad Litem Fees.

1. Assigned Counsel Fees.
 - a. Assigned counsel in pauper cases shall be paid by the court at the rate of \$110.00 per hour, or at the rate required to continue receiving reimbursement from the Public Defense Fund, whichever is greater, unless state law requires a different rate of payment.
 - b. Assigned counsel shall submit verified, itemized claims using units of time no larger than one-quarter hour, detailing the work for which they seek payment.
2. Guardian Ad Litem Fees.
 - a. The order appointing a guardian ad litem shall specify the guardian's hourly fee, the amount of the retainer, and the allocation of the guardian's fee between the parties.
 - b. Guardians ad litem may agree with the parties to a case upon the fee they will charge.
 - c. If there is a written agreement signed by the parties, or a court order entered at the time of appointment establishing the guardian's fees, the court will approve an agreed fee no greater than \$250.00 per hour.
 - d. A fee established by court order entered at the time of appointment or by written agreement may be enforced by judgment and supplemental proceedings.
 - e. In the absence of a written agreement or court order entered at the time of appointment, the court shall enforce payment at the assigned counsel rate established by section 1 (a) of this rule.
 - f. If the guardian is unable to collect his or her fee from the parties, the guardian may apply for payment to the court. The court shall then conduct a hearing to determine if the delinquent party is indigent. If the court finds that the delinquent party is indigent, the court shall order payment of the guardian's fee from the Family Relations Fund. The payment from the Family Relations Fund shall be calculated by multiplying the total hours billed by the guardian by the assigned counsel rate and subtracting the total amount previously received by the guardian.

Amended Effective January 1, 2026.

LR79-AR00-5. Tippecanoe County Court Services Program.

Pursuant to I.C. 12-23-14-16 and the Indiana Rules for Court Administered Alcohol and Drug Programs, Rule 28, the Tippecanoe County Probation Department may collect fees from participants of the Tippecanoe County Alcohol and Drug Program as follows:

Alcohol and Drug Evaluation	\$200.00
Case Management	\$150.00
Transfer Fee	\$100.00
2 nd Case before 1 st Case closed	\$100.00
1 st Reschedule Fee	\$25.00
2 nd Reschedule Fee	\$100.00

Amended effective May 1, 2012. Amended effective August 1, 2015. Amended effective April 1, 2017.

LR 79-AR00-6. Evidence Handling, Retention, and Disposition.

1. Retention and Destruction of Evidence - APPLICATION OF RULE. These Rules shall apply to the retention of evidence by Tippecanoe Circuit and Superior Courts unless the Court directs a longer retention period after motion by any party or on its own motion.
2. Retention Periods for Evidence introduced in Civil Proceedings Including Adoption, Paternity and Juvenile Proceedings, but not including Ordinance Violation or Infraction Proceedings. All models, diagrams, documents, or material admitted in evidence or pertaining to the case placed in the custody of the court reporter as exhibits shall be taken away by the parties offering them in evidence, except as otherwise ordered by the court, four (4) months after the case is decided unless an appeal is taken. If an appeal is taken, all such exhibits shall be retained by the court reporter for two (2) years from termination of the appeal, retrial, or subsequent appeal and termination, whichever is later. The Court reporter shall retain the mechanical or electronic records or tapes, shorthand or stenographic notes as provided in Administrative Rule 7.
3. Retention Periods for Evidence Introduced in Ordinance Violation, Infraction, Criminal Misdemeanor, Class D and Class C, Level 4, Level 5, Level 6 Felonies and Attempts. All models, diagrams, documents, or material admitted in evidence or pertaining to the case placed in the custody of the court reporter as exhibits shall be taken away by the parties offering them in evidence, except as otherwise ordered by the court, three (3) years after the case is dismissed, the defendant found not guilty, or the defendant is sentenced, unless an appeal is taken, If an appeal is taken, all such exhibits shall be retained by the court reporter for three (3) years from termination of the appeal, retrial, or subsequent appeal and termination, whichever is later, unless an action challenging the conviction or sentence, or post-conviction action, is pending. The Court reporter shall retain the mechanical or electronic records or tapes, shorthand or stenographic notes as provided in Administrative Rule 7.
4. Retention Periods for Evidence Introduced in Criminal Class A, Class B, Level 1, Level 2, Level 3 Felonies, Murder and Attempts. All models, diagrams, documents, or material admitted in evidence or pertaining to the case placed in the custody of the court reporter as exhibits shall be taken away by the parties offering them in

evidence, except as otherwise ordered by the court, twenty (20) years after the case is dismissed, the defendant found not guilty, or the defendant is sentenced, unless an appeal is taken. If an appeal is taken, all such exhibits shall be retained by the court reporter for twenty (20) years from termination of the appeal, retrial, or subsequent appeal and termination, whichever is later, unless an action challenging the conviction or sentence, or post-conviction action, is pending. The court reporter shall retain the mechanical or electronic records or tapes, shorthand or stenographic notes as provided in Administrative Rule 7. Courts should be encouraged to photograph as much evidence as possible and courts and parties reminded of the requirements of Appellate Rule 29(B).

5. Non-documentary and Oversized Exhibits. Non-documentary and oversized exhibits shall not be sent to the Appellate level Court but shall remain in the custody of the trial court during the appeal. Such exhibits shall be briefly identified in the Transcript where they were admitted into evidence. Photographs of any exhibit may be included in the volume of documentary exhibits. Under no circumstances should drugs, currency or other dangerous or valuable items be included in appellate records.
6. Notification and Disposition.
 - a. In all cases, the court shall provide notice, by mail, electronic mail, or as otherwise provided, herein, to all attorneys of record and to parties only if unrepresented by counsel, that the evidence will be destroyed within 45 days from the date of notice if not timely retrieved. Counsel and parties have the duty to keep the Court informed of their current addresses and notice to the last current address shall be sufficient. Court reporters should maintain a log of retained evidence and scheduled disposition dates and evidence should be held in a secure area. At the time of removal, a detailed receipt must be given to the court reporter by the party receiving and removing the evidence and the receipt will be made part of the court file.
 - b. The notice referred to above, for all cases filed prior to the effective date of this Rule, may be actual notice, if possible issued at the time of a final disposition in the case or, if a final disposition has been entered prior to the effective date of this Rule, at the time the evidence is scheduled for destruction. In the event it is not possible to give notice of destruction, the Court shall annually issue notice of intent to destroy evidence by posting at the County Courthouse.
 - c. Evidence which is not retaken after notice and expiration of the applicable retention period should be disposed of by the Sheriff, or his agent, on the Court's Order. Paper evidence may be shredded by Court staff. The Sheriff should be ordered to destroy evidence if its possession is illegal or if it has negligible value. Evidence of some value may be auctioned by the Sheriff with proceeds going to the county general fund. These Rules and their retention periods will take precedence over inconsistent language in statutes, i.e. I.C. 35-33-5-5 (c)(2).

- d. Notwithstanding any provision of this rule to the contrary, the Judges of the Tippecanoe Circuit and Superior Courts shall have the authority to order the destruction of any evidence that is compromised by age, damage, lack of case identifiers or inadvertent destruction.
 - e. Nothing in this rule prevents the court reporter from immediately disposing of any documentary exhibits after they have been electronically imaged.
7. **Biological Contaminated or Firearm Evidence.** A party who offers biologically contaminated or firearm evidence must file a pretrial notice with the trial court and serve all the parties so that the Court can consider the issue and rule appropriately before trial. A party can show the evidence or pass photographs of it to jurors. But no such evidence, however contained, shall be handled or passed to jurors, or sent to the jury room.

LR 79-AR00-7. Cameras and Audio-Video Recording.

There shall be no audio or video recording of any kind of any proceedings or activity within any courtroom, hearing room or court office in Tippecanoe County without the specific, individual permission of the judicial officer in charge of that proceeding, activity, courtroom, hearing room or court office. This prohibition does not apply to the official court reporter recording the court proceedings as required.

Anyone found to be violating, or to have violated this rule may: (1) have the recording device confiscated, and/or (2) be found in direct contempt of court.

B. TRIAL RULES

LR79-TR3.1-1. Withdrawal of Appearance.

Motions to withdraw an appearance shall be in writing with an attached notice to the client of intention to withdraw. The notice to the client of the intention to withdraw shall include an explanation to the client of (i) the present status of the case; (ii) the dates of scheduled hearings or other pending matters in the case; and (iii) the potential consequences to the client's case resulting from failure of the client to act promptly or to secure new counsel.

LR79-TR5-2. Filing.

1. Flat filing. All papers presented for filing with the Clerk or Court shall be flat and unfolded.
2. Number of copies. All Orders submitted to the Court shall be in sufficient number so that the original and one copy may be retained by the clerk and a copy mailed to each party.
3. Proposed orders required. The moving party, unless the Court directs otherwise, shall furnish the Court with proposed Orders in the following matters: motions for enlargement of time, for continuance, for default or default judgment, to compel discovery, for restraining order or injunction, for immediate possession of real estate or personal property, for appointment of receiver, for findings of fact and conclusions of law, for dismissal of an action, for judgment in a collection matter or mortgage or lien foreclosure, and in such other matters as the Court directs.

LR79-TR6-3. Extensions of Time.

1. Initial Extension. In a civil action where a party desires an initial 30 – day extension of time to file a responsive pleading or to respond to a discovery request, the party shall contact opposing counsel before the due date and solicit agreement to the extension. If there is no objection or opposing counsel cannot with due diligence be reached, the party seeking the extension shall file a notice with the Court reciting the lack of objection to the extension or that opposing counsel could not with due diligence be reached. No further filings with the Court nor action by the Court shall be required for the extension. If opposing counsel objects to the request for extension, the party seeking the extension shall file a formal motion for such extension and shall recite in the motion the efforts to obtain agreement.
2. Other extensions. Any other request for an extension of time, unless made in open Court or at a conference, shall be made by written motion. If opposing counsel objects to the request for extension, the party seeking the extension shall recite in the motion the effort to obtain agreement; or recite that there is no objection.
3. Due dates. Any notice or motion filed pursuant to this rule shall state the date such response was initially due and the date on which the response will be due after the extension.

LR79-TR7-4. Continuances.

Before requesting a continuance of a matter, the moving party shall confer with the other parties to determine any objections and dates for rescheduling when all parties are available. Such objections and alternative dates shall be reported in the motion for continuance.

LR79-TR12-5. Motions.

1. **Applicability.** This rule shall apply to motions under Trial Rule 12, contested motions to continue hearings or trials, discovery motions, and any other contested motions.
2. **Briefs and Memoranda.** Unless the procedure for a motion is governed otherwise by the Indiana Rules of Trial Procedure, an adverse party shall have fifteen (15) days after service of a motion in which to file a response, and the moving party shall have seven (7) days in which to file a reply. The court may in its discretion shorten or lengthen the time for a response or a reply. Failure to file a response or reply within the prescribed time shall subject such motions to summary ruling. Any party may request the court hold a hearing on a motion.
3. **Notice of hearing.** If the movant procures a date for hearing on a motion, the movant shall promptly give notice to all adverse parties of the date and time of such scheduled hearing.

LR79-TR73-6. Motion Hour.

If the Court conducts motion hour, the same shall be for the consideration of routine matters, procedural motions, setting dates for trials, pre-trial conferences, and hearings and for other matters which can ordinarily be heard without evidence or argument. Attorneys shall notify opposing counsel in advance before approaching the Judge at motion hour for any matter requiring action to be taken by the Court.

LR79-TR73-7. Telephone/Video Conferencing.

1. **Purpose.** To expedite the Court's business, the Court encourages telephone/video conferencing for the hearing of motions, for pre-trial and status conferences, and for other matters which may reasonably be conducted by telephone/video.
2. **Hearing on motions or status conferences.** Within five (5) days after receipt of notice of hearing on a motion, any party or attorney may request that the Court conduct the hearing by telephone/video conference with the Court. If the Court sets the hearing for telephone conference, the party requesting the telephone conference shall arrange and place the call, unless otherwise ordered by the Court. The Court shall issue all video conference invitations.

LR79-TR77-8. Withdrawal of Original Records.

Original pleadings, papers, exhibits or other official materials in the custody of the Clerk, reporter or other officer of the Court shall not be withdrawn from the officer having custody thereof except upon (i) the Order of the Judge of the Court where the record is held, and (ii) upon leaving a proper receipt with the Clerk, reporter or officer.

LR79-TR79-9. Special Judge Selection in Civil Cases.

Pursuant to Trial Rule 79, within seven (7) days of notation in the chronological Case Summary (CCS) of an order granting change of judge or an order of disqualification or recusal, the parties may agree to an eligible special judge by filing a written agreement with the court. Absent such an agreement, a special judge shall be appointed as follows.

Juvenile Cases: To ensure the effective use of all judicial resources within this Administrative District, the juvenile court shall maintain a list of eligible judges including judges (1) regularly presiding over juvenile cases within this Administrative District and (2) judges from contiguous counties who have agreed to serve as special judge in juvenile cases. When required to assign a special judge pursuant to Trial Rule 79, the juvenile court shall assign a judge from said list on a rotating basis for juvenile cases excluding paternity or child support cases initiated by the State of Indiana IV- D Child Support Office..

All Other Civil Cases: To ensure the effective use of judicial resources within the administrative district, the Tippecanoe County Clerk, with the assistance from the Tippecanoe County Department of Information Technology shall maintain a computer generated random selection list of eligible judges including (1) the seven (7) judges of Tippecanoe County(not having exclusive juvenile jurisdiction), (2) judges regularly presiding within the Administrative district, and (3) judges from other contiguous counties who have agreed to serve as special judge. Whenever a special judge needs to be assigned pursuant to Trial Rule 79, the court shall direct that a judge be randomly selected from said list in the following order: first from judges in Tippecanoe County, second from judges within the Administrative District and last from judges in other contiguous counties.

In cases where no judge is eligible to serve as special judge, or where the particular circumstances warrant selection of a special judge by the Indiana Supreme Court, the judge of the court where the case is pending shall promptly submit certification of such to the Indiana Supreme Court.

Adopted June 23, 2010, effective June 1, 2010; Amended effective Jan. 1, 2012; Amended effective April 1, 2013. Amended effective January 1, 2021.

C. CRIMINAL RULES
LR79-CR2.6-1. Bail Schedule.

Unless otherwise ordered by a judicial officer and subject to the limitations set forth below, the Sheriff of Tippecanoe County is hereby ordered to follow this bail schedule for the setting of bail for all persons arrested without warrants for criminal offenses committed in Tippecanoe County:

OFFENSE CLASS	CASH AMOUNT	SURETY AMOUNT
Murder	No Bond	No Bond
Level 1 felony	\$10,000	\$100,000
Level 2 felony	\$2,500	\$25,000
Level 3 felony	\$1,500	\$15,000
Level 4 felony	\$1,000	\$10,000
Level 5 felony	\$500	\$5,000
Level 6 felony	\$500	
Misdemeanors	\$250	
Escape (F6) Failure to Register (F6)	\$5,000 cash only	

Persons arrested for Level 1, 2, 3, 4 or 5 felonies must pay the CASH AMOUNT and the SURETY AMOUNT shown above. The CASH AMOUNT shown above represents a 10% cash bond amount paid if posted through the Clerk with an executed Agreement on Disposition of Bonds.

1. **Multiple Offenses.** If a person is arrested for allegedly committing more than one offense, bail shall be in the amount established for the most serious offense.
2. **Posting Bond.** The total surety and total cash (100% of cash – not 10% cash) amounts may be paid in full with cash only or surety bond only, unless otherwise ordered by a judicial officer. Property bonds must first be approved by a Judge. When a 10% cash bond is posted with the Clerk, the arrested person and depositor must sign an Agreement on Disposition of cash bond, and the 10% cash bond must be posted in the arrested person's name only. Upon non-filing, dismissal, or acquittal, the 10% cash bond posted may be returned less publicly paid costs of representation and the administration fee. Otherwise, after the sentencing of an arrested person, the 10% cash bond will be retained by the Clerk to pay public defender fees, restitution, court costs, fines or other fees ordered by the Court.
3. **No Bond Until Seen by Judicial Officer.** This bail schedule shall not be used for any person arrested for committing an offense, attempting to commit an offense, or conspiracy to commit an offense, listed below:
 - a. All crimes of violence as defined by I.C. 35-33-8-3.4
 - b. Any offense listed in I.C. 35-33-8-6.5 when committed against a family or household member (as defined by I.C. 31-9-2-44.5)
 - c. Child Seduction
 - d. Child Sexual Trafficking
 - e. Child Solicitation
 - f. Criminal Confinement of Minor
 - g. Incest
 - h. Possession of Child Pornography
 - i. Possession of Child Sexual Abuse Material
 - j. Promoting Prostitution
 - k. Promotion of Child Sexual Trafficking
 - l. Sexual Battery
 - m. Sexual Conduct in Presence of Minor
 - n. Vicarious Sexual Gratification

In these cases, the amount and conditions of bail will be set by a judicial officer following a bail hearing in open court not more than forty-eight (48) hours after the person has been arrested, except if the person is arrested when the courthouse is closed, then the bail hearing will be held in conjunction with the initial hearing or hearing on a 72-hour request. The Sheriff shall notify the Magistrate's Court and the Prosecuting Attorney's Office of any persons held without bail pursuant to this provision.

4. **No Contact Order and 24-Hour Hold Required.** If a person is arrested for one of the offenses listed below when committed against a family or household member (as defined by I.C. 31-9-2-44.5), the person shall be detained for a minimum twenty-four (24) hours before being eligible to post bond.

- a. A crime of domestic violence (as described in IC 35-31.5-2-78).
- b. Battery (IC 35-42-2-1).
- c. Domestic battery (IC 35-42-2-1.3).
- d. Aggravated battery (IC 35-42-2-1.5).
- e. Strangulation (IC 35-42-2-9).
- f. Rape (IC 35-42-4-1).
- g. Sexual battery (IC 35-42-4-8).
- h. Invasion of privacy (IC 35-46-1-15.1).
- i. Criminal stalking (IC 35-45-10-5).
- j. Criminal recklessness (IC 35-42-2-2).
- k. Criminal confinement (IC 35-42-3-3).
- l. Burglary (IC 35-43-2-1).
- m. Residential entry (IC 35-43-2-1.5).

After the expiration of twenty-two hours, the person may be released upon posting bail after the Court conducts a bail hearing in open court, and by signing and agreeing to follow a “10 DAY NO- CONTACT ORDER AS A CONDITION OF PRE-TRIAL RELEASE” as to the alleged victim(s), as set forth in Appendix A below. The person shall not be released without their signature, even if they post the monetary bond. When the person is released, the Sheriff shall provide notification to any alleged victims if so requested.

- 5. **Exceptions to the Bond Schedule.** All persons living outside Tippecanoe County or its adjacent counties (including Benton, Carroll, Clinton, Fountain, Montgomery, Warren and White) must post bond pursuant to the bail schedule above. However, the following exceptions apply to persons living in Tippecanoe County and its adjacent counties:
 - a. **Public Intoxication:** Hold 12 hours, then release on own recognizance if not impaired.
 - b. **Operating While Intoxicated or Operating with BAC Over Legal Limit:** Hold for time period specified below, then release on own recognizance. Felony charges related to Operating While Intoxicated or Operating Over the Legal Limit shall be held to the same retention schedule prior to any release on bond. Any charges involving operating with a controlled substance other than alcohol shall be held a minimum of twelve hours prior to any release. If a certified test result is unavailable for reasons other than a refusal, the jail staff may determine the hold time pursuant to this rule by administering a portable breath test. If a portable breath test is unavailable, the person shall be held for a minimum of twelve (12) hours or until jail staff determines that the person is no longer impaired, whichever comes first.

BAC	HOLD TIME
.08 - .099	6 hours
.10 - .119	7 hours
.12 - .139	8 hours
.14 - .169	9 hours
.17 - .179	11 hours
.18 - .199	12 hours
.20 - .209	13 hours
.21 - .229	14 hours
.23 - .239	16 hours
.24 - .249	16 hours
.25 - .259	17 hours
.26 - .279	18 hours
.28 - .289	19 hours
.29 - .299	20 hours
.30 or greater or Breath Test Refusal without Chemical test results	24 hours

- c. ***Minor Consuming (C Misdemeanor), Possession of Marijuana (A and B Misdemeanor), Possession of Paraphernalia (A and B Misdemeanor):*** If not impaired at the time of arrest, book-in and immediately release on own recognizance. If impaired or actively using at the time of arrest, book-in, hold a minimum of four hours (and longer if still impaired after four hours) and then release on own recognizance.
- d. ***Operating While Suspended (A Misdemeanor), Operating While Never Receiving a License (C Misdemeanor), Theft (A Misdemeanor) or Criminal Conversion (A Misdemeanor):*** Release on own recognizance.

6. Deviations from Bond Schedule.

- a. ***Before Initial Hearing:*** A judicial officer may deviate from the Bail Schedule, or order that the arrested person be held without bail until seen by a judicial officer, upon reviewing a verified motion concerning safety or flight, or upon evidence of medical or mental health need presented by the sheriff, arresting officer, attorney, and/or prosecutor.
- b. ***At Initial Hearing:*** A judicial officer may deviate from the Bail Schedule and may order other conditions of pre-trial release, including placement in the Pre-Trial Release Program outlined in Subsection 8, after considering evidence at the Initial Hearing.
- c. ***After Initial Hearing:*** Once a judicial officer has set the amount of bail or other conditions of pre-trial release after the Initial Hearing, motions to modify the order shall be presented to the respective court in writing, and proper notice of the hearing shall be given to the parties and attorneys of record.

- d. ***Doubling of Bond Schedule:*** The amounts listed in the bond schedule above shall double if any of the following circumstances apply:
 - i. The person has been arrested for, or charged with, an offense that alleges the use of a deadly weapon or serious bodily injury as an element of the offense.
 - ii. The offense is alleged to have been committed against a family or household member as defined by I.C. 31-9-2-44.5.
 - iii. The person has been arrested for an offense while on probation, parole, bond, or released on the person's own recognizance for another offense.
7. **Waiver from Juvenile Court.** When a child is waived to adult court, the initial bail amount set in the juvenile court shall remain in effect unless and until it is modified in the adult court. The bond amount set shall be no less than the bond schedule amount after taking into account the factors set forth above.
8. **Conditions of Pre-Trial Release.** Whether released after posting bond, or released on their own recognizance, the arrested person's pre-trial release is conditioned upon maintaining good and lawful behavior, appearing in court for all court appearances, informing the respective court in writing of any change of address within 48 hours, not using or possessing illegal drugs or alcohol, and complying with all other conditions of pre-trial release set by a judicial officer. For all Class A, B, and C felony and Level 1, 2, 3, 4 and 5 offenses, the arrested person may not leave the State of Indiana without prior approval of the court. A violation of any condition of pre-trial release may result in the court revoking the arrested person's bond and the issuing a warrant for arrest.
9. **Pre-Trial Release Program.** In accordance with Rule 2.6 of the Indiana Rules of Criminal Procedure, and so long as funding is available, Tippecanoe County shall perform pre-trial release screenings to assist in bail and pre-trial release decisions. Said decisions shall be made by a judicial officer at or before an initial hearing and are not restricted by any other provisions of the Bail Schedule set out herein. All participants in pre-trial release under this subsection shall abide by all conditions of pre-trial release listed above. Pre-trial release decisions under this section shall be governed by the following provisions:
 - a. ***Eligible Defendants:*** Arrested individuals eligible for screening must voluntarily agree to participate in the screening process and shall include all individuals arrested in Tippecanoe County for non-violent misdemeanor and/or felony offenses EXCLUDING: a) Any individual classified as a violent arrestee or repeat violent arrestee as defined by IC 35-33-8-3.4; b) Any individual arrested for or charged with an offense ineligible for direct placement on a community corrections program; c) Any individual arrested for or charged with Escape or Failure to Return to Lawful Detention; d) Any individual arrested for or charged with a felony offense that has the use of a firearm or deadly weapon as an essential element or aggravating circumstance; and e) Any individual currently on parole, probation, or pre-trial release for an offense prohibited by this rule.

- b. **Screening Procedure:** Screeners shall be employees of Tippecanoe County and/or Tippecanoe County Community Corrections and shall perform screening on all newly arrested Eligible Defendants in the Tippecanoe County Jail. Screening shall be performed Monday through Friday, in advance of the Defendant's initial hearing before the Magistrate. The Screening process may include a pre-trial questionnaire, the Pre-Trial IRAS, the Brief Jail Mental Health Screen, the Correctional Mental Health Screen, and/or other evidence-based screening approved by the Magistrate or Elected Judicial Officers of Tippecanoe County. The screeners shall prepare a Risk Report which may include answers to the pre-trial questionnaire, the results of any evidence-based screening tools, criminal history information, and/or failure to appear history. Said report shall be discoverable to the parties but shall not be accessible to the public.
- c. **Admissibility.** Pursuant to Rule 2.6 of the Indiana Rules of Criminal Procedure, except as outlined in Rule 2.6 (D)(2) of the Indiana Rules of Criminal Procedure, evidence of an arrestee's statements and evidence derived from those statements made for use in preparing the pre-trial questionnaire, any of the assessment tools outlined herein, and/or the Risk Report are not admissible against the arrestee, in any criminal or civil proceeding, and may not be used in any other court except in a pretrial proceeding. The screening tools administered to the Eligible Defendants outlined herein shall not be disclosed to the parties without a court order, shall be maintained by Tippecanoe County Community Corrections, and may be destroyed one (1) year after the Defendant's release from the Pre-Trial Program consistent with the retention schedule for records related to Work Release and/or Home Detention.
- d. **Scope of Program.** Release conditions may include: release on a Defendant's own recognizance, with or without additional conditions; placement on Tippecanoe County Community Corrections; cash, surety, or property bond; and/or any other conditions of bail, bond, or pre-trial release authorized by law. Tippecanoe County Community Corrections is authorized to collect data on this program, provide services related to this program, and/or perform any other functions related to this program as may be required by any funding sources, grants, or as authorized by the Judges of Tippecanoe County.
- e. **Violations.** Violations of any conditions of pre-trial release in this program shall be addressed by the filing of a written motion of the violation, prepared by any agency supervising the Defendant's Pre-trial release, in the court where the Defendant's case is pending. Upon filing of said written notice, the State may file a written notice to revoke or modify any conditions of the Defendant's pre-trial release. The State may file a motion to revoke or modify pre-trial release irrespective of the filing of any written notice. Nothing in this Rule shall be read to limit the Court's legal authority to address violations, issue warrants, modify conditions, and/or revoke release consistent with all applicable rules of law and procedure. The State may file a motion seeking to have pre-trial release revoked upon filing of any notice from Tippecanoe County Community Corrections or without notice.

f. **Purpose.** The purpose of the Pre-Trial Release Program outlined herein is to assess the risk posed by the release of individuals booked into the Tippecanoe County jail on a criminal charge, to set appropriate conditions and supervision of those who are released under the authority of the program, and to promote earlier identification of individuals suffering from mental health and/or addictions.

10. **No Admittance to Bail for DNA Collection Refusal.** No felony arrestee may be released on recognizance or admitted to bail upon a refusal to cooperate with the DNA collection procedures required by I.C. §10-13-6-10. Upon cooperating with DNA collection procedures, the arrestee may be released on recognizance or admitted to bail as per the pre-trial release program and bail schedule.

LR79-CR4-2. Speedy Trial Requests.

All requests for an early trial pursuant to Rule 4 of the Indiana Rules of Criminal Procedure must be made in writing and, if defendant is represented by counsel, must be made in writing by counsel of record. Oral motions requesting an early trial pursuant to Rule 4 of the Indiana Rules of Criminal Procedure shall be denied if not also accompanied with an appropriate written motion as required herein.

Adopted April 1, 2013, effective April 1, 2013. Amended effective July 1, 2014. Amended effective January 1, 2020. Amended effective January 1, 2021. Amended effective January 1, 2026.

APPENDIX A

10 DAY NO-CONTACT ORDER **AS A CONDITION OF PRE-TRIAL RELEASE**

The Arrested Person listed above has been arrested for committing a violent crime resulting in bodily injury to another person, a crime of domestic violence, or other crime concerning the safety of another person. As a condition of their release from jail, the Arrested Person shall have no contact with the Protected Person listed below, effective immediately, and lasting for ten (10) days **after being released from jail**. This order is issued in accordance with Tippecanoe County Local Rule 16 and Indiana Code 35-3-8-3.6.

To be read and initialed by the Arrested Person:

___ For 10 days **after my release from jail**, I cannot have any contact with the Protected Person, directly or indirectly, even if they contact me first, and even if they tell me that it is okay.

___ “No contact” means that I cannot be within the eyesight of the Protected Person, their home, or any other place where I know they will likely be located. It also means that I cannot contact the Protected Person by telephone, text, correspondence, fax, Facebook, or any other means, even while I am in jail.

___ I cannot use or possess alcohol or illegal controlled substances while this matter is pending.

___ I cannot possess any firearms, ammunition or other dangerous weapons while this matter is pending, and I will surrender any such items to law enforcement for safekeeping until this matter is resolved.

___ If I intentionally violate this 10 Day No-Contact Order As A Condition Of Pre- Trial Release, my bond may be revoked (meaning I may be held in jail until my case is resolved) and/or I may be charged with a separate crime of Invasion of Privacy.

I understand and agree to the above conditions.

DATE

INMATE SIGNATURE

APPENDIX B

STATE OF INDIANA)
) SS:
COUNTY OF TIPPECANOE)

IN THE TIPPECANOE _____ COURT
CAUSE NO. _____

STATE OF INDIANA

VS.

NOTICE OF SCHEDULING BOND HEARING

Comes now Defendant, (PRO SE)/(BY COUNSEL) and gives notice that a Bond Hearing has been scheduled in the above referenced cause number(s) on _____

_____ at 9:30AM in the Magistrate’s Court.

The Court is advised that Defendant’s bond is currently set at _____

Defendant (DOES)/(DOES NOT) request an IRAS Pre-Trial Assessment through Tippecanoe County Community Corrections.

Date: _____

Defense Counsel/Defendant, if pro se

Distribution:
State
Defense
TCCC/Pre-Trial

D. JURY RULES

LR79-JR4-1. Local Rule Regarding Jury Rules.

Tippecanoe County adopts the two-tier notice and summons system described in Jury Rule 4. The jury qualification form and notice will be the first tier and summoning the prospective juror at least one week before service will be the second tier.

The Bailiff of each court of record, as well as the Clerk of Tippecanoe County, is hereby designated as a Jury Administrator.

E. TIPPECANOE COUNTY PROBATE RULES

LR79-PR-1. General Provisions.

1. Tippecanoe Circuit Court conducts motion hour on Mondays, Wednesdays, and Fridays at 8:30 a.m. to allow prompt resolution of probate matters, including estates and guardianships. Attorneys may contact the Probate Commissioner to coordinate scheduling.
2. Fiduciaries, including personal representatives and guardians of an estate, must proceed with counsel, unless otherwise approved by the Court.
3. In guardianship and civil commitment cases, if the alleged protected person is unable to safely appear in-person, they must be offered the opportunity to appear remotely.
4. Personal representatives and guardians shall file an affidavit of qualifications, describing their education, employment, felony convictions, misdemeanor convictions related to the health or safety of others, along with any involvement with investigations by the Department of Child Services or Adult Protective Services.
5. Personal representatives and guardians shall file signed Instructions upon appointment. No Letters or Administration or Letters of Guardianship will issue until the signed Instructions are filed.
6. All parties are required to prepare proposed orders for the Court's consideration for all proceedings, unless otherwise directed by the Court.

LR79-PR-2. Notice

1. Whenever notice by publication or written notice is required to be given, the attorney shall prepare such notice and shall ensure that such notice is properly published or served. In all respects, the notice shall comply with all statutory requirements. It shall be the attorney's responsibility to ascertain and provide adequate proof that notice was properly served prior to bringing a matter to Court or that notice will be properly served as part of any proceeding.
2. Copies of petitions shall be sent to interested parties along with all notices of hearings.
3. Notice of the opening of an estate shall be sent by First Class United States Mail to all reasonably ascertainable creditors; however, the use of certified mail, return receipt requested, to serve such notice is recommended.
4. Notice of the hearing to be held on a petition to determine if an estate is insolvent shall be served on all interested parties.

LR79-PR-3. Bonds.

Bonds may be required in some circumstances. If discretionary, the Court intends to exercise that discretion for the protection of creditors, heirs, legatees, devisees, protected persons, or other interested individuals or entities. In lieu of bond, the Court may consider alternatives, including:

1. The personal representative may be ordered to provide continued access to the estate checking account to their attorney.
2. The personal representative's attorney may be ordered to maintain possession of the estate checkbook.
3. The guardian of an estate may be ordered to place the protected person's funds into a restricted account.

LR79-PR-4. Confidentiality.

Most probate actions, except MH and AD cases, are matters of public record and the files thereof are open to review by the general public, subject to excluded and confidential information. Unless required by law or dictated by circumstances of the case, filings with the court need not include dates of birth, social security numbers, or other information which is not necessary for probate administration. If confidential information is required, the parties shall comply with Ind. Access to Court Records, Rule 5.

LR79-PR-5. Estates.

1. Estates opened for the sole purpose of pursuing a wrongful death claim shall proceed under supervised administration because the personal representative must request court approval of attorney's fees and the compromise of any claims.
2. If an estate cannot be closed within one year, the personal representative shall report to the Court the reasons therefore, and shall request an additional period of time necessary to close the estate.
3. Closing Estates
 - a. Unsupervised Estates: Unless otherwise ordered by Court in a particular proceeding, closing statements are sufficient to result in closing an estate. Any objections thereto will be scheduled for hearing. No orders approving closing statements will routinely be provided.
 - b. Supervised Estates: As part of the closing process, the Court will accept affidavits in lieu of vouchers.

LR79-PR-6. Guardianships.

1. A Guardianship Registry Information Sheet shall accompany all requests to establish guardianship.
2. The alleged protected person shall be present at the hearing or sufficient evidence shall be presented showing that notice of the hearing was given and that the alleged protected person is unable to safely appear in person or remotely.
3. In guardianship matters seeking to declare an adult incapacitated for any reason, a report or document from the treating physician, or such additional evidence as the Court shall require, shall be presented to the Court at the time the petition is filed or on the hearing date. No determination will be made without a supporting medical report or other evidence clearly demonstrating the reasons supporting the need for a guardianship. Although the use of a specific form is not required, the physician's report should include any relevant diagnosis and indicate whether the

alleged protected person is partially or completely unable to make personal or financial decisions.

4. In every petition for the appointment of a guardian of the person of a minor child, the following information shall be given:
 - a. the child's present address,
 - b. the places where the child has lived within the past two years and the names and present addresses of persons with whom the child has lived during that period,
 - c. whether, to Petitioner's knowledge, any other litigation is pending concerning the custody of the child in this or any other state, and
 - d. whether, to Petitioner's knowledge, any person not a party to the guardianship proceeding has physical custody of the child or claims to have custody or visitation rights with respect to the child.

An inventory of property within a guardian's control shall be filed within ninety (90) days after the guardian's appointment or within thirty (30) days of the appointment of a temporary guardian.

5. A VERIFIED ACCOUNT of the guardian's administration of finances shall be filed every two years, or sooner if directed by the Court. The verified account must include a recapitulation.
6. A CURRENT REPORT regarding the protected person's physical and mental condition and residence shall be filed every two years, or sooner if directed by the Court. The report must indicate whether the living arrangements for the protected person are appropriate. A current report is still required when the Court waives the requirement to file biennial verified accounts.
7. Other than for routine matters and unless permitted by law, the guardian shall obtain Court approval prior to taking any action on significant financial matters pertaining to carrying out the guardian's duties and responsibilities for the protected person, including:
 - a. Selling the protected person's home or vehicles;
 - b. Signing a contract for long-term residential care; and
 - c. Gifting.

LR79-PR-7. Adoptions.

A request to waive home study report may be deferred until evidence is submitted at the final hearing. Except for good cause shown, the Court will not waive a home study report for married petitioners who have not been married for at least one (1) year.

LR79-PR-8. Civil Commitments.

1. By default, evidentiary hearings on petitions for temporary or regular commitments will be scheduled for remote video hearings. Upon request from any party, the Court will convert the hearing to an in-person hearing in court or at the facility, unless good cause is shown to deny the request.
2. When an Application for Emergency Detention is granted, authorized inpatient facilities shall file a Report Following Emergency Detention upon discharge or transfer.

LR79-PR-9. Principles Applicable to Fee Determination.

1. Estate Administration. There are two methods by which fees are typically determined. One is on an hourly basis based upon the amount of time spent by the attorney in handling the matter. The other is based upon a percentage of the size of the gross estate. The attorney must decide which method is reasonable under the circumstances.
 - a. Hourly Method: The amount of an hourly fee can vary considerably and should consider the factors set forth in Ind. Professional Conduct Rules 1.5.
 - b. Percentage Method: In this method the fees are computed based upon the size of the gross estate. The following are typically normal services: opening of the estate; qualifying the personal representative; preparing the inventory; paying claims; collecting assets; and paying inheritance taxes; preparing and filing the final report or closing statement; obtaining an order approving same; distributing assets as required; obtaining discharge of the personal representative; and preparing and serving all notices on interested parties and readily ascertainable creditors throughout the proceedings. Fees herein shall not include services for preparation or filing of federal or state income tax returns, or forms relating to employment of third persons by the decedent or estate. This list shall not be considered to be exclusive. Percentage fees shall be computed on the gross estate. The maximum fee for these normal services is computed as follows:

Up to \$ 100,000	not to exceed 6%
Next \$ 200,000	not to exceed 4%
Next \$ 700,000	not to exceed 3%
Excess over \$ 1,000,000	not to exceed 1%

- c. In addition to the normal services described above, many times additional services are necessary, for which an additional fee is appropriate. Such additional services and the maximum related fees may include for example the following:
 - i. Sale of Real Estate: Minimum fee of \$500.00 except that there shall be a fee no greater than 2.5% (.025) of the gross sales price of the real estate where no real estate professional receives a commission.
 - ii. Federal Estate Tax Return Form 706: Basic Fee-the greater of \$3,000.00 or .15% (.0015) of the total gross estate as shown on Form

706, Part 2, Line 1, Page 1 Additional fee for non-probate assets 1.5% (.015).

- d. Fees shall be hourly for the following services: spreading will of record, small estate settlement procedure, defending a will, construing a will, contesting claims, adjusting tax matters, any contested hearing, petition for instructions, heirship determination, and fees to continue a business or to generate additional income for the estate.

2. Wrongful Death Administration.

- a. Fees shall not exceed:

Settlement prior to filing	25%
Settlement after filing and prior to trial	33 1/3%
Trial	40%
Appeal, or extra work	50%

The above fee schedule may be increased under circumstances where the litigation is complex, the potential for recovery is difficult, or significant time is required to resolve liens, so long as all of the parties agree to the fees, and the Court approves the fees.

3. Other Probate Matters.

- 4. Except as otherwise specified above, fees in other proceedings involving guardianship and docketed trusts and related matters, will be computed on an hourly basis. Hourly fee services shall be rendered with specificity and may include: sale of personal property, sale of real property, partial distributions, contesting claims, adjusting tax matters, any contested hearing, petition for instructions, heirship determination, and fees to continue a business or to generate additional income for the trust or guardianship. Personal Representative's Fees.

- a. Professional: Their applicable reasonable rate to be reviewed in light of all prevailing circumstances.

- 5. Non-Professional: An amount not in excess of one-half (1/2) of the attorney's fee, computed via the method being employed by the attorney handling the estate. In determining the amount of the fee, consideration shall be given to the amount of work performed by the personal representative as compared to the attorney as well as the nature of the work performed by the personal representative. For example, the hourly rate to be charged for lawn care or house cleaning should be comparable to typical laborer charges as compared to the rate for negotiating a sale of property or the transfer of securities. Further, although some consideration should be given to the compensation ordinarily earned by a personal representative in their regular employment, the fact that they miss some work in order to perform their duties as personal representative does not automatically justify them to be compensated for such at their normal pay level.

6. Guardian's Fees.

- a. Any request for guardian fees shall be made at the time the guardian files its biennial verified account with the Court.

Adopted Aug. 1, 2006, effective Jan 1, 2007. Amended effective Jan. 1, 2012. Amended effective January 1, 2026.

F. TIPPECANOE COUNTY RULES OF FAMILY LAW.

Preamble. These local rules have been enacted to help effectuate a dignified and effective means of resolving all family law disputes, but especially those disputes involving minor children. While recognizing our adversarial system for resolving family law problems, these local rules mandate that attorneys not ignore but embrace their equally important roles as negotiators and advisors and their special responsibility for the quality of justice.

These rules also apply to self-represented parties in an effort to encourage cooperation and free exchange of information with the goal of an amicable resolution of outstanding issues.

TR 79-FL00-1 Scope, Citation, and Definition, Cooperative Approach and Liberal Construction

- A. Scope. These rules shall apply to family cases in the Tippecanoe Circuit Court and all the Superior Courts of Tippecanoe County.
- B. Citation. These rules may be cited as the Tippecanoe County Rules of Family Law and abbreviated as F. L. R.
- C. Definition. Family cases shall include all cases involving claims for or related to marital dissolution or separation, paternity, child custody, parenting time or visitation with a child, and support of a child or spouse.

TR 79-FL00-2 Statement of Policy and Purpose

The Circuit and Superior Courts of Tippecanoe County are committed to a cooperative model for the handling of family cases by parents, attorneys, and judges. These rules shall be liberally construed and applied to serve the healthy and child-sensitive functioning of families. In all family cases with children, the goal will be protecting the best interests of those children.

TR 79-FL00-3 General Obligations of Cooperation of Attorneys and Parties

- A. Attorneys and parties in family cases are expected to act with the courts as co-problem solvers, not mere problem-reporters. Attorneys shall both inform and remind their clients about the judicial expectations of cooperation in family cases, assist their clients to understand and observe these standards, and encourage clients to participate in co-parenting classes, counseling, mediation, and other appropriate problem-solving processes.
- B. To establish and maintain an atmosphere which fosters cooperative problem-solving, all parties and attorneys shall:
 - (1) explore resources which may reduce conflict, build cooperation, and protect children;
 - (2) attempt reasonable cooperative measures before resorting to the court;
 - (3) avoid disrespectful language and behavior; and,
 - (4) avoid unnecessary motions or petitions, hearing and arguments.

LR 79-FL00-4 Initial and Provisional Hearings

Unless considerations of safety or other good cause make it unreasonable, before the date and time set for an initial or provisional hearing, counsel shall meet with each other (or any unrepresented party) in a good-faith attempt to resolve all matters. Parties shall exchange basic financial information at least 7 days (or shorter time as may be necessary) before any Provisional Hearing. The information should include verification of monthly income or other revenues, monthly household expenses, regular monthly payments due on outstanding obligations (i.e. mortgage, credit cards) and child support worksheet if applicable per Rule 15 below.

LR 79-FL00-5 Mandatory Website Work for Parents

- A. Dissolution of Marriage / Legal Separation / Paternity. In all dissolution, separation or paternity cases where the parties have any children together under the age of 18, both parties shall complete the work on www.UpToParents.org within 30 days of initial filing (or 30 days of the court's finding of paternity) or a comparable co-parenting website.
- B. Following completion of the website work required by this rule, the parents shall merge or exchange their chosen Commitments from their website work.

LR 79-FL00-6 Co-Parenting Class

Dissolution of Marriage / Legal Separation / Paternity. In all cases where the parties have any children together under the age of 18, both parties shall complete a co-parenting class as may be ordered by the court. The court may also order both parties to attend additional co-parenting classes in post-decree and post-paternity matters.

LR 79-FL00-7 Proof of Compliance

- A. Dissolution of Marriage and Legal Separation. To monitor compliance, within 60 days of the initial filing of an action for dissolution or separation, each party shall file a verified certification of their completion of the mandatory website work as required under FLR. 5, above, and of any co-parenting class as required under FLR. 6, above, a sample form of which is attached hereto as Appendix "A".
- B. Paternity. To monitor compliance, within 45 days of the court's finding of paternity, each party shall file a verified certification of completion of the mandatory website work as required under FLR 5, above. A sample form is attached hereto as Appendix "B".
- C. Any party failing to timely file such a certification may be subject to a hearing on such a failure. Any such failure may also be considered by a court in future custody, parenting time, or modification issues.

LR 79-FL00-8 Parenting Plan Proposals

The Indiana Parenting Time Guidelines provide useful outlines of the **minimum** time each parent should have with the children to maintain frequent, meaningful, and continuing contact with them. Any parenting time plan submitted by agreement that provides for less than the **minimum** time allowed under the Indiana Parenting Time Guidelines must contain a written explanation for deviating from those guidelines. Agreed parenting plans that exceed the **minimum** time allowed under the Guidelines will not require a written explanation.

Unless they have already executed an agreed parenting plan, the parties shall each prepare and exchange their written Parenting Plan Proposals utilizing the form which is attached hereto as Appendix "C". Parents, personally and with the help of counsel and all useful counseling, mediation and other problem-solving resources, shall continue to attempt to reach an agreed parenting plan.

LR 79-FL00-9 Protocols after Initial Filing

- A. Duties Regarding Consultation. Except in emergencies or when it might create a danger or substantial prejudice or is otherwise unreasonable to do so, counsel and pro se parties shall have a personal or telephonic consultation to resolve any issue before filing or seeking any other relief through the court. (electronic communication such as email or texts are not preferred). Counsel and pro se parties contacted for a consultation shall make themselves reasonably available for consultation. The duty of consultation shall be continuing.

- B. Substance of Consultation. In the consultation, counsel and pro se parties shall:
 - (1) attempt to resolve all matters at issue;
 - (2) confirm the parties' compliance with FLR 5, FLR 6, FLR 7 and FLR 8; and,
 - (3) discuss the resources they believe the parents could use to resolve current and future issues and to build cooperation.

- C. Cooperation Update - Mandatory. All motions and pleadings other than the initial filings shall include a statement confirming compliance with items (1) through (3), above, including the date of the required personal or telephonic consultation; or shall recite the specific reasons for the lack of a consultation.

LR 79-FL00-10 Requirements before Custody Evaluations

All requests for custody evaluations must be (1) in writing (2) certify that both parties and their counsel, if any, have engaged in at least one good faith attempt to resolve the issues through the use of a settlement conference or mediation.

The court will not grant a request for or otherwise order a custody evaluation except following a Status Conference in the presence of both parties and their attorneys, if any, during which the court has been satisfied that:

- A. both parties have completed the mandatory website work pursuant to FLR 6, above; and,

- B. both parents have completed any required co-parenting class pursuant to FLR 7, above; and,

- C. both parties have exchanged Parenting Plan Proposals pursuant to FLR 8, above; and,

- D. both parties and their attorneys, if any, have engaged in at least one good faith attempt to resolve the issues through the use of a settlement conference or consultation pursuant to FLR 9, above; and,

- E. the court has carefully considered and reviewed, with both parties and their attorneys, if any, the use of other resources.

LR 79-FL00-11 Case Captioning

Parties in dissolution, separation, and paternity cases shall be designated as “Husband” or “Wife” / “Mother” or “Father” or “Parent” / “Petitioning Spouse” or “Respondent Spouse” / “Former Husband”, “Former Wife”, or “Former Spouse” / and “Putative Father”. All captions shall comply with applicable statutes and case law.

LR 79-FL00-12 Form of Summons

Parties in dissolution, separation, and paternity cases shall prepare and utilize forms of summons as set forth herein.

- A. Dissolution of Marriage and Legal Separation. In dissolution and separation cases, the appropriate summons shall be used and shall be substantially the same as the form(s) which attached hereto as Appendix “D” and “D-1”.
- B. Paternity. In paternity cases, the summons shall be substantially the same as the form which is attached hereto as Appendix “E”.

LR 79-FL00-13 Judges’ Notice

Whenever the initial filing is prepared by an attorney, the attorney shall also prepare and provide the client and the Clerk with a sufficient number of copies of the appropriate the Judges’ Notice as required herein. In cases filed by pro se parties, the Clerk shall provide the appropriate Judges’ Notice. The Judges’ Notice to Parents Going Through Divorce is attached as Appendix “F” and Judges’ Notice to Parents in Paternity Cases is attached as Appendix “G”.

LR 79-FL00-14 Joint Restraining Order.

In an action for separation or dissolution of marriage, a court may, without request of either party, enter an initial Joint Restraining Order that is limited to restraining parties from transferring, encumbering, concealing or otherwise disposing of marital assets (except in the usual course of business or for the necessities of life) or from removing any child of the parties then residing in the State of Indiana from the State with the intent to deprive the court of jurisdiction over such child.

In the event a party seeks to enjoin the other from abusing, harassing, or otherwise contacting the other party or child of the marriage or relationship, a separate petition and order is required per Ind. Trial Rule 65(E). A joint or mutual order shall not be issued.

LR 79-FL00-15 Financial Declaration Form.

In all Dissolutions of Marriage, Separations, Paternity, Modification of Support or Custody matters, irrespective of which court, each party shall prepare and exchange within 30 days of service upon Respondent of initial summons or modification petition, the appropriate Financial Declaration Form (see Appendix “I” and “J”). These time limits may be extended or shortened by court order for good cause. In cases where there is service, but no appearance by counsel, the initiating party is responsible for providing the other party with the appropriate blank Form and to notify that party of the duty to prepare and exchange the same.

A. Exceptions. The Form need not be exchanged if:

- (1) the parties agree in writing within 30 days of the initial filing to waive exchange;
- (2) the parties have executed a written agreement which settles all financial issues;
- (3) the proceeding is merely at a provisional or emergency relief stage;
- (4) the proceeding is one in which the service is by publication and there is no response; or,
- (5) the proceeding is post-decree and concerns no financial issues.

Provided, however, when the proceeding is post-decree and only concerns a support arrearage, the alleged delinquent party shall complete the entire Post-Decree Form. The support recipient need only complete the portion which requires the basis of any arrearage calculation and attach appropriate supporting documentation, including County Clerk's support payment history.

B. Use at trial. The Forms are intended primarily as mandatory discovery though, subject to appropriate objection, they shall be admissible at the request of any party. Therefore, particularly in view of the presumptive nature of the Indiana Child Support Guidelines, direct examination on form data shall address only unusual factors which require explanation or corrections and shall not, particularly with respect to issues of support, be routinely permitted. For evidentiary purposes, the pages of the Form shall be deemed severable.

C. Supporting documents. For the purposes of providing a full and complete verification of assets, liabilities, and values, each party shall attach to the form all information reasonably required and reasonably available. This shall include recent bills, wage and tax records, and bank, pension and year-end mortgage statements. "Reasonably available" means that material that may be obtained by letter accompanied with an authorization, but does not mean material that must be subpoenaed or is in the possession of the other party. Appraisals of real estate and pensions, or appraisals of personal property such as jewelry, antiques, or special collections (stamps, coins, or guns, for example) are not required. However, once an appraisal is obtained, it must be exchanged unless the appraisal was obtained in accordance with the provisions of Trial Rule 26(B) (4) (b) and is not expected to be used at trial. A court may direct that an appraisal be obtained just as it may designate the appraiser.

D. Privacy/Sealing of Forms. A court may, upon motion, order the admitted forms be sealed whenever the interest of privacy so requires. However, such requests shall not be made as a matter of course. When ordered sealed, the Court Reporter shall place the Forms in a flat manner in an envelope of sufficient size, seal the envelope, and affix a copy of the order. Forms may be withdrawn at the conclusion of the case on such terms as the court allows.

E. Mandatory Discovery. The exchange of Forms constitutes mandatory discovery. Thus, Indiana Rules of Procedure, Trial Rule 37 sanctions apply. Additionally, pursuant to Trial Rule 26(E) (2) and (3), the Form must be supplemented when additional material becomes available. Any additional discovery such as a motion to produce, interrogatories, or depositions shall not commence until the Forms are exchanged and shall not seek information already obtained.

LR 79-FL00-16 Indiana Child Support Guidelines

Worksheet Required. In all proceedings involving children under the age of 19, each party shall file with any settlement or enter into evidence during any trial an Indiana Child Support Guidelines Worksheets (one or more depending upon the facts). The Worksheet(s) shall, when reasonably possible, be delivered to the other parent simultaneously with the Financial Declaration Form, but, in any event, within 10 days of receiving the other parent's Financial Form. The Worksheets shall be promptly supplemented if any changes occur prior to resolution. All Worksheets shall be signed by the party(ies) submitting the Worksheet.

Find Support Worksheet at: <https://www.in.gov/courts/services/child-support-calculator/>.

LR 79-FL00-17 Preparation of Orders

A. Exchange. It shall be the duty of the parties' attorneys to prepare decrees and other orders as directed by the court. The attorney so directed is first to submit them to all other attorneys of record or to the unrepresented party to enable them to challenge any provision thereof before submission to the court for entry.

B. Additions. If the preparing attorney believes the other attorney or the other party, if the other party is proceeding pro se, is unreasonably withholding approval as to form, or if either believes the other is attempting to make additions not addressed by the court, either may submit a proposed form to the court and shall attach thereto a written explanation of the dispute. The other party shall have 7 days to respond before the court enters any order. The court may enter sanctions against a party who has unreasonably withheld approval or attempted to make additions not addressed by the court.

C. Signatures. The signature line for counsel or pro se litigant shall indicate Approved As To Form. Such signature indicates that the order correctly reflects the court's ruling. It does not necessarily signify that the signing party or attorney agrees with the ruling.

LR 79-FL00-18 Sanctions

If a party or counsel fails to timely prepare, exchange or file a Financial Declaration Form or Child Support Worksheet or to cooperate in providing information therefore in a timely manner, either is subject to sanctions under Trial Rule 37.

LR 79-FL00-19 Attorney Fee Requests

A. Affidavits. When attorney fees (except those sought provisionally) are requested from the opposing party, the requesting attorney shall submit an appropriate affidavit, which, if the affidavit comports with these rules, the court shall admit as an exhibit.

B. Content. The affidavit shall indicate the:
(1) requested fee and the basis thereof;
(2) amounts counsel has billed, contracted for, or been promised; and,
(3) amount counsel has received from all sources.

A copy of the written fee contract, if any, shall be attached to the affidavit and deemed a part thereof. Opposing counsel may cross examine the requesting attorney as to any of the submitted material.

LR 79-FL00-20 Agreed Matters - Submission

No agreed matter shall be submitted unless accompanied with a signed agreement, and other appropriate documents, such as the decree, child support worksheet, a wage withholding order, or a qualified domestic relations order. However, if the parties reach a settlement on the courthouse steps, then the court shall accept evidence of that settlement on the record and enter the appropriate order upon preparation and filing by counsel within 21 days after submission, or such additional time as the court may allow.

LR 79-FL00-21 Orders Excluding Parent from the Residence

In all instances where emergency or extraordinary relief is requested including, but not limited to, excluding a parent from the residence, the court shall require full compliance with the provisions of Trial Rules 65(B) and 65(E). In situations involving allegations of physical abuse, intimidation or stalking, relief may be sought by a separate filing for an Order of Protection.

Adopted effective January 1, 2018. Amended effective January 1, 2026.

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(effective January 1, 2026)

APPENDIX A

In Re The (select: Marriage/Paternity) of: _____

Cause No.: _____

CERTIFICATION OF COMPLIANCE IN DISSOLUTION CASES

The undersigned, as the (select: Mother/Father/Parent) in the within cause, does hereby certify

that:

1. On (type date) I did complete the mandatory website work as required by FLR 5 and have attached hereto my certificate to confirm the same; and,

2. On (type date) I did complete a co-parenting class as required by FLR 6 and have attached hereto my certificate to confirm the same.

I affirm under the penalties for perjury that the foregoing representations are true.

Date: _____

(Type name), (select: Mother/Father/Parent)

APPENDIX B

In Re The (select: Marriage/Paternity) of: ____

Cause No.: ____

CERTIFICATION OF COMPLIANCE IN PATERNITY CASES

The undersigned, as the (select: Mother/Father/Parent) in the within cause, does hereby certify that:

On (type date) I did complete the mandatory website work as required by the FLR 5 and have attached hereto my certificate to confirm the same.

I affirm under the penalties for perjury that the foregoing representations are true.

Date: _____

(Type name), (select: Mother/Father/Parent)

APPENDIX C

PARENTING TIME PROPOSAL / AGREEMENT

In Re The (select: Marriage/Paternity) of: _____

Cause No.: _____

(Select: Mother's/Father's/ Parent's) Parenting Plan Proposal

Parent's Affirmation

I hereby affirm, under the penalties for perjury, that **before** preparing this proposal I have:

1. Carefully read the Indiana Parenting Time Guidelines, including the Preamble and General Rules and understand that they reflect the **minimum** parenting time; and,
2. Completed the work assignments for parents at www.UpToParents.org ;

Dated: _____

(Select: Mother/Father/Parent)

Parenting Time Proposal

The following parenting plan proposal for our children was prepared and is submitted in compliance with the Tippecanoe County Rules of Family Law and is part of the effort of both parents to create a plan to include the decision making and living arrangements that will serve to nurture and protect our children as the years progress. As stated in the Tippecanoe County Rules of Family Law, the following proposal was prepared and is submitted as part of the effort to compromise and settle these and other issues which now exist between the parents and, as a result, unless all of the terms of the following proposal are accepted as shown by the signature of both parents on page four (4) hereof, the following proposal and all of its terms, constitute privileged communications which are inadmissible for any purposes.

1. As the parents, important decisions in our children's lives (such as place of residence, school selection and other educational decisions, healthcare and religious upbringing) will be made as follows:

2. The declared legal residence of our children for school and legal purposes will be:

3. Due to the circumstances of the lives of the members of our family, including work schedules and the like, our parenting time schedule for our children to be with each of us will vary from the **minimum** set forth in the Indiana Parenting Guidelines, as follows:

Weekdays: _____

Weekends: _____

Holidays and Special Days: _____

Extended Parenting Time/Summer Vacation: _____

4. In the event of disagreement, we will speak to one another first to try to resolve any parenting issues. If we are unable to resolve all the issues, then we will utilize the following: (Circle all that apply and add any additional ones.)

- A. Redoing the (select: www.UpToParents.org/www.ProudToParent.org) website work.
- B. Co-parenting classes.
- C. Mediation/Arbitration.
- D. Individual, joint, family, or child counseling.
- E. Appointment of a parenting time coordinator (PTC) to work with us.
- F. Appointment of a guardian ad litem (GAL) for our children.
- G. Other (specify): _____

Other provisions of our parenting plan would be: _____

6. As dedicated parents, we will do our best to: (A) Remember that our children's only job is to be children, not our messengers, spies, counselors, confidants, or carriers of our hurt. (B) Remember that our love for our children is greater than any issue we could have with each other; (C) Respect each other's parenting time while also being flexible so the children's lives can be as normal as possible; (D) Educate our extended families and close friends that they need to make peace as well; and (E) Pay special attention to keep our appointments and schedules with each other and calling promptly if any problems come up.

ACCEPTANCE

Our signatures below indicate our agreement to all of the terms above as our Parenting Agreement and that this document is now admissible as evidence in court.

(Select: Mother/Father/Parent)
Date: _____, 20__.

(Select: Mother/Father/Parent)
Date: _____, 20__.

(Attorney's name) (Ind. Atty No.)
Attorney for
(address)
(phone number)

(Attorney's name) (Ind. Atty No.)
Attorney for
(address)
(phone number)

APPENDIX D

STATE OF INDIANA)
Number of COUNTY OF TIPPECANOE

IN THE (Title, Address and Phone)
) SS: Court

IN RE: THE MARRIAGE OF
(Name of Filing Party),
(select: Mother, Wife, Father, Husband)
and
(Name of Spouse),
(select: Mother, Wife, Father, Husband)

Cause No. _____

**SUMMONS AND NOTICE OF HEARING
IN PROCEEDINGS FOR DISSOLUTION OF MARRIAGE**

THE STATE OF INDIANA TO: (name of spouse being served)
(address)

Your spouse has filed an action for dissolution of marriage in the Court stated above. A copy of the Petition (and, in some cases, other documents) together with a separate Notice from the Court which is printed on yellow paper are attached to or otherwise served with this Summons and contain important details regarding the nature of these proceedings. Local Rules in Tippecanoe County require that both you and your spouse complete certain, specific tasks and you should immediately and carefully review those requirements.

THIS IS YOUR OFFICIAL NOTICE that a hearing on Provisional Orders has been scheduled for ____, 20__ , at ____M. before this Court, in (room number) which is located on the (floor), at the address listed in the upper right hand corner of this Summons. If you wish to hire an attorney to represent you in this matter, it is advisable to do so before that date. If you do not appear for that hearing, a provisional order could be entered by default which could remain in effect until this action is concluded.

THIS IS YOUR OFFICIAL NOTICE that a final hearing has been scheduled for _____, 20__ , at ____M. before this Court, in (room number) which is located on the (floor), at the address listed in the upper right hand corner of this Summons. If you do not file a written appearance with the Clerk and serve a copy on your spouse's attorney, you may not receive notice of any further proceedings in this action. If you do not make such an appearance, a final decree could be entered by default which grants the relief sought in your spouse's Petition after the expiration of sixty (60) days from the date of the filing of the Petition. You are not required to file any written Answer to respond to the Petition; however, certain grounds for dismissal must be asserted in a timely fashion or are waived; and, if you have a claim for relief against your spouse you may be required to assert such a claim in a written pleading which must be filed with the Clerk and served on your spouse's attorney.

The following manner of service of this SUMMONS is hereby designated:

Date:

(Name of attorney for Filing Party) Indiana Attorney No: (insert)
(firm name)
Attorney for (select: Mother, Wife, Father,
Husband) (address)
(phone number)

JULIE ROUSH
CLERK, TIPPECANOE CIRCUIT/SUPERIOR COURTS
By: _____
Deputy Clerk

PREPARATION DATA:

All summonses are to be prepared in triplicate with the original of each to be placed in the Court file with two copies available for service.

If service is by certified mail a properly addressed envelope shall be provided for the party being served. Certified mail labels and return receipts must also be furnished for each mailing and the cause number must appear on each return receipt, which shall be returnable to the Clerk at the address of the Court.

CLERK'S CERTIFICATE OF MAILING

I hereby certify that on the ___ day of _____, 20___, I mailed a copy of this Summons and a copy of the Petition to the party being served, , by mail, requesting a return receipt, at the address furnished by the filing party.

JULIE ROUSH
CLERK, TIPPECANOE CIRCUIT/SUPERIOR COURTS

Dated: _____

BY: _____
Deputy Clerk

RETURN ON SERVICE OF SUMMONS BY MAIL

I hereby certify that the attached return receipt was received by me showing that the Summons and a copy of the Petition mailed to the party being served, _____, was accepted by the party being served on the _____ day of _____, 20___ .

I hereby certify that the attached return receipt was received by me showing that the Summons and a copy of the Petition was returned not accepted on the _____ day of __, 20___ .

JULIE ROUSH
CLERK, TIPPECANOE CIRCUIT/SUPERIOR COURTS

Dated: _____, 20___.

BY: _____
Deputy Clerk

RETURN OF SERVICE OF SUMMONS BY SHERIFF

I hereby certify that I have served the within Summons:

- 1) By delivering on _____, 20___, a copy of this Summons and a copy of the Petition to each of the within named person(s).
- 2) By leaving on _____, 20___, for each of the within named person(s) a copy of the Summons and a copy of the Petition at the respective dwelling house or usual place of abode, in , Indiana, with a person of suitable age and discretion residing within, whose usual duties or activities include prompt communication of such information to the person served, or by otherwise leaving such process thereat, and by mailing a copy of the Summons without the Petition to the said named person(s) at the address listed herein.
- 3) This Summons came to hand this date, _____, 20___. The within named _____ was not found in my bailiwick this date _____, 20__ .

ALL DONE IN TIPPECANOE COUNTY, INDIANA.

BOB GOLDSMITH
SHERIFF OF TIPPECANOE COUNTY, INDIANA

By: _____

SERVICE ACKNOWLEDGED

I hereby acknowledge that I received a copy of the within Summons and a copy of the Petition at in _____, Indiana, on this date, _____, 20___ .

Signature of Party Served

APPENDIX D-1

STATE OF INDIANA
COUNTY OF TIPPECANOE, SS:
IN THE (Title, Address and Phone Number of
Court)
IN RE: THE MARRIAGE OF
(Name of Filing Party),
(select: Mother, Wife, Father,
Husband) and
(Name of Spouse),
(select: Mother, Wife, Father,
Husband) Cause No.

SUMMONS IN PROCEEDINGS FOR DISSOLUTION OF MARRIAGE

THE STATE OF INDIANA TO: (name of spouse being
served) (address)

Your spouse has filed an action for dissolution of marriage in the Court stated above. A copy of the Petition (and, in some cases, other documents) together with a separate Notice from the Court which is printed on yellow paper are attached to or otherwise served with this Summons and contain important details regarding the nature of these proceedings. Local Rules in Tippecanoe County require that both you and your spouse complete certain, specific tasks and you should immediately and carefully review those requirements.

If you do not file a written appearance with the Clerk and serve a copy on your spouse's attorney, you may not receive notice of any further proceedings in this action. If you do not make such an appearance, a final decree could be entered by default which grants the relief sought in your spouse's Petition after the expiration of sixty (60) days from the date of the filing of the Petition. You are not required to file any written Answer to respond to the Petition; however, certain grounds for dismissal must be asserted in a timely fashion or are waived; and, if you have a claim for relief against your spouse you may be required to assert such a claim in a written pleading which must be filed with the Clerk and served on your spouse's attorney.

The following manner of service of this SUMMONS is hereby designated:

(select: Registered or certified mail, return receipt #

Sheriff of Tippecanoe County

Private service by:

Other (specify):

) Date:

(Name of attorney for Filing

Party) Indiana Attorney No:

(insert)

(firm name)

Attorney for (select: Mother, Wife, Father,

Husband) (address)

(phone

number)

JULIE

ROUSH

CLERK, TIPPECANOE CIRCUIT/SUPERIOR COURTS

By:

Deputy Clerk

PREPARATION DATA:

All summonses are to be prepared in triplicate with the original of each to be placed in the Court file with two copies available for service.

If service is by certified mail a properly addressed envelope shall be provided for the party being served. Certified mail labels and return receipts must also be furnished for each mailing and the cause number must appear on each return receipt, which shall be returnable to the Clerk at the address of the Court.

APPENDIX E

STATE OF INDIANA IN THE SUPERIOR COURT OF TIPPECANOE COUNTY
JUVENILE DIVISION, 301 Main Street
COUNTY OF TIPPECANOE Lafayette, Indiana 47901
(765) 423-9295 IN THE MATTER OF THE PATERNITY
OF: __ CAUSE NO. 79Do3-0107-JP-0000
(Name of Child)
(Gender and Date of Birth)
(Name of Father),
Putative
Father, and
(Name of Mother).
Mother
(Name of Child) b/n/f (Name of Petitioner)

SUMMONS

AND NOTICE OF INITIAL HEARING IN A PATERNITY CASE

THE STATE OF INDIANA TO: (Name of Respondent)
(Address of Respondent)

A paternity action has been filed in the Court stated above. A copy of the Petition (and, in some cases, other documents) together with a separate Notice from the Court which is printed on yellow paper are attached to or otherwise served with this Summons contains important details regarding the nature of these proceedings. Local Rules in Tippecanoe County require that both parties to this case complete certain specific tasks. You should immediately and carefully review those requirements.

THIS IS YOUR OFFICIAL NOTICE that an Initial Hearing to Establish Paternity is scheduled for **the** _____ **day of** _____, **20**__, **at** __ o'clock _____ **.m.** at the address listed in the upper right hand corner of this Summons. If you wish to hire an attorney to represent you in this matter, it is advisable to do so before that date. **If you do not appear for that hearing, a final order could be entered by default determining paternity, custody, parenting time and child support.**

If you do not file a written appearance with the Clerk and serve a copy on the attorney whose name and address is set forth at the bottom of this page, you may not receive notice of any further proceedings in this action. You are not required to file any written Answer to respond to the Petition; however, certain grounds for dismissal must be asserted in a timely fashion or are waived; and, if you have a claim for relief against the person who filed the Petition, you may be required to assert such a claim in a written pleading which must be filed with the Clerk and served upon the attorney whose name and address is set forth at the bottom of this page.

The following manner of service is designated: **Sheriff (or CMRRR, or Private Server etc.)**

Date: JULIE ROUSH

CLERK, SUPERIOR COURT OF TIPPECANOE COUNTY

Attorney for Putative Father By: _____
(Address of Attorney)

CLERK'S CERTIFICATE OF MAILING

I hereby certify that on the day of _____, 20 , I mailed a copy of this Summons and a copy of the Petition to the party being served, , by mail, requesting a return receipt, at the address furnished by the filing party.

JULIE ROUSH

CLERK, TIPPECANOE CIRCUIT/SUPERIOR COURTS

Dated: _____, 20__ . BY: _____
Deputy Clerk

RETURN ON SERVICE OF SUMMONS BY MAIL

I hereby certify that the attached return receipt was received by me showing that the Summons and a copy of the Petition mailed to the party being served, , was accepted by the party being served on the _____ day of __, 20_____ .

I hereby certify that the attached return receipt was received by me showing that the Summons and a copy of the Petition was returned not accepted on the _____ day of, 20_____ .

JULIE ROUSH

CLERK, TIPPECANOE CIRCUIT/SUPERIOR COURTS

Dated: _____, 20__ . BY: _____
Deputy Clerk

RETURN OF SERVICE OF SUMMONS BY SHERIFF

I hereby certify that I have served the within Summons:

- 1. By delivering on _____, 20__, a copy of this Summons and a copy of the Petition to each of the within named person(s).
- 2. By leaving on _____, 20__ , for each of the within named person(s) a copy of the Summons and a copy of the Petition at the respective dwelling house or usual place of abode, in _____, Indiana, with a person of suitable age and discretion residing within, whose usual duties or activities include prompt communication of such information to the person served, or by otherwise leaving such process thereat, and by mailing a copy of the Summons without the Petition to the said named person(s) at the address listed herein.
- 3. This Summons came to hand this date, _____, 20__. The within named _____ was not found in my bailiwick this date, _____, 20__ .

ALL DONE IN TIPPECANOE COUNTY, INDIANA.

BOB GOLDSMITH

SHERIFF OF TIPPECANOE COUNTY, INDIANA

By: _____

SERVICE ACKNOWLEDGED

I hereby acknowledge that I received a copy of the within Summons and a copy of the Petition at in _____, Indiana, on this date, _____, 20__ .

Signature of Party Served

APPENDIX F

JUDGES' NOTICE TO PARENTS GOING THROUGH DIVORCE

We, the Judges and Magistrates of Tippecanoe County, share the following information so that you will know of our commitment to the best interests of children. *Please read this information carefully, as we expect you and all other persons involved in your case to be partners in serving those best interests.*

1. As soon as possible, read the Tippecanoe County Rules of Family Law for important information about how divorce cases will be handled to:

ensure safety;
reduce conflict;
build cooperation; and,
protect the best interests of all family members, especially all children.

2. If you and your spouse have any children under the age of 18, you **must** do the following:

a. Complete the work on www.UpToParents.org, and file verification within 30 days;

b. Attempt to establish your own plan for the decision making and living arrangements that will serve to nurture and protect your children. A plan which is worked out between the parents to fit the needs of their children and family is almost always the best. **You should review the Indiana Parenting Time Guidelines.** The Court considers those Guidelines to be the **minimum** parenting time for each parent to have frequent, meaningful, and continuing contact with their children; and

3. If you and your spouse have any children under the age of 19, you must complete an Indiana Child Support Worksheet. Find form at: <https://www.in.gov/courts/services/child-support-calculator/>.

4. You and your spouse must complete and exchange Financial Declaration Forms with all required attachments within 30 days from the date of filing of the Petition.

APPENDIX G

JUDGES' NOTICE TO PARENTS IN PATERNITY CASES

We, the Judges and Magistrates of Tippecanoe County, share the following information so that you will know of our commitment to the best interests of children. *Please read this information carefully, as we expect you and all other persons involved in your case to be partners in serving those best interests.*

1. If either of you question whether or not the man named as the father in this case is the father, and the man named as the father has not signed a paternity affidavit admitting paternity of the child at issue, the Court will order genetic testing at the initial hearing to establish paternity. If the man named as father is found not to be the father by genetic testing, the case will be dismissed.

2. If paternity is established, whether by agreement or otherwise, or following genetic testing, the Local Rules of the Circuit and Superior Court of Tippecanoe County, Indiana, require you to do the following:

A. Complete the work on www.ProudToParent.org and furnish the Court with a certification that you have done so.

B. Complete and exchange Financial Declaration Forms with all required attachments.

3. In addition, if paternity is established, whether by agreement or otherwise, or following genetic testing, you will be expected to do the following:

A. Devise a Parenting Plan for your children. A Parenting Plan consists of the decision making and living and financial arrangements that will serve to nurture and protect your children as the years progress. A plan which is worked out between the parents to fit the needs of their children and family is almost always best. You should review the Indiana Parenting Time Guidelines. The Court considers those Guidelines to be the **minimum** parenting time for each parent to have frequent, meaningful, and continuing contact with their children. If you fail to devise a successful Parenting Plan for your children, this Court may require you to attend and complete, at your own expense, a co-parenting class.

B. Read the Tippecanoe County Rules of Family Law and the Indiana Parenting Time Guidelines for additional important information on the Court's expectation that everyone involved in your case will be a partner in:

**Ensuring safety;
reducing conflict;
building cooperation; and,
protecting the best interests of all family members, especially all children.**

Other Minor Children: (Provide following information for other child living at your residence)

Name: _____ Age: _____ Relationship: _____ Support Received: _____
Name: _____ Age: _____ Relationship: _____ Support Received: _____
Name: _____ Age: _____ Relationship: _____ Support Received: _____

PART II. INCOME

A. Employer: _____ Telephone No: _____
Address: _____ Length of Employment _____
_____ Job Description. _____

B. Gross Yearly Income \$ _____
(Include commissions, bonuses, allowances & overtime received in most recent year)

C. Gross pay each pay period \$ _____ (Circle: weekly / 2 weeks / twice per month / monthly)

D. Gross Monthly Income from Other Sources: (Rents, Royalties, Dividends, Interest, Pension, Retirement, Social Security, Disability, Unemployment, Public Assistance [i.e.. Food stamps], or child support)

\$ _____ Description: _____
\$ _____ Description: _____
\$ _____ Description: _____

PART III. MONTHLY LIVING EXPENSES

List names and relationship of each household member whose expenses are included below.

\$ _____ Rent or Mortgage payments \$ _____ Utilities (gas, electric, water, etc.)
\$ _____ Property Taxes (not included in mortgage) \$ _____ Food
\$ _____ Property Insurance (not included in mortgage) \$ _____ Transportation
\$ _____ Insurance (car, life, personal property) \$ _____ Health Insurance
\$ _____ Phones/cell phones \$ _____ Cable/Data/Internet
\$ _____ Misc. (toiletries, laundry, clothing, etc.) \$ _____ Other(Describe: _____)

PART IV. MINOR CHILDREN RELATED EXPENSES

(Skip if no children younger than age 19 or no adult dependent children)

\$ _____ Child Care Cost To Permit You To Work (Circle: Daily / Weekly / Monthly)
\$ _____ Pre-School Costs (Circle: Weekly / Monthly / Semester / Year)
\$ _____ School Tuition - per semester (Circle: Elementary /High School)
\$ _____ Sports/Extracurricular Activity Expenses
\$ _____ Health Insurance for Children Only *(Do not include costs for your portion)*
\$ _____ Post High School Loans
\$ _____ Child support/Legal Duty for children not of this relationship.

Post High School Education Expense: If any child subject to this case is attending post high school classes or will attend within the next six (6) months, list the following information for each child.

Student _____	Student _____
Name of School _____	Name of School _____
Cost Per Year \$ _____	Cost Per Year \$ _____
(If applicable include room and board)	(If applicable include room and board)

PART V CHILD SUPPORT WORKSHEET

In All Cases Involving Child(ren) under 19 years of age, you MUST attach an Indiana Child Support Worksheet (with documentation of your income); or provide Worksheet within ten (10) days of the exchange of this Form with the other party. (See Indiana Child Support Guideline 6).

PART VI. DEBTS / LOANS / CREDIT CARDS / OBLIGATIONS

\$ _____ Current Balance	Creditor's Name: _____
\$ _____ Monthly Payment	Person(s) on Account: _____
\$ _____ Current Balance	Creditor's Name: _____
\$ _____ Monthly Payment	Person(s) on Account: _____
\$ _____ Current Balance	Creditor's Name: _____
\$ _____ Monthly Payment	Person(s) on Account: _____
_____ Current Balance	Creditor's Name: _____
\$ _____ Monthly Payment	Person(s) on Account: _____
\$ _____ Current Balance	Creditor's Name: _____
\$ _____ Monthly Payment	Person(s) on Account: _____
\$ _____ Current Balance	Creditor's Name: _____
\$ _____ Monthly Payment	Person(s) on Account: _____
\$ _____ Current Balance	Creditor's Name: _____
\$ _____ Monthly Payment	Person(s) on Account: _____

PART VII. MARITAL ASSETS

Include estimated values of items below and whether property is owned by Husband (H), Wife (W) or Jointly (J). Use current fair market (not purchase) values!

A. Household Furnishings: (Furniture, Appliances, Equipment, etc.)

\$ _____

B. Clothing, Jewelry, Etc.

\$ _____.

C. Vehicles (Automobiles, Boats, Snowmobiles, Motorcycles, Etc.):

Model: _____ Present Value \$ _____ Amount Owed: \$ _____ Owner _____

Model: _____ Present Value \$ _____ Amount Owed _____

: \$ _____ Owner _____

Model: _____ Present Value \$ _____ Amount Owed: \$ _____ Owner _____

Model: _____ Present Value \$ _____ Amount Owed: \$ _____ Owner _____

D. Cash & Deposit Accounts: (include ALL bank or credit union accounts, thrift plans, mutual funds, certificates of deposit, Cash Apps {i.e. Venmo, Zelle,}, annuities, contents of safe deposit box).

\$_____ Balance Institution Name: _____
 Type of Account: _____ Account #: _____
 Owner(s): _____

\$_____ Balance Institution Name: _____
 Type of Account: _____ Account #: _____
 Owner(s): _____

\$_____ Balance Institution Name: _____
 Type of Account: _____ Account #: _____
 Owner(s): _____

\$_____ Balance Institution Name: _____
 Type of Account: _____ Account #: _____
 Owner(s): _____

E. Real Estate:

Address: _____
 Original Cost \$ _____
 Present Value \$ _____
 Mortgage Co. _____ Balance \$ _____
 2d Mortgage Co. _____ Balance \$ _____
 Taxes (Not included in mortgage) \$ _____
 Insurance (Not included in mortgage) \$ _____
 Assessments (utility/condo/HAS fees) \$ _____
 Other liens (type: _____) \$ _____
 Contributions \$ _____
 (Circle: inheritance/personal/pre-marital assets/misc.)

Address: _____
 Original Cost \$ _____
 Present Value \$ _____
 Mortgage Co. _____ Balance \$ _____
 2d Mortgage Co. _____ Balance \$ _____
 Taxes (Not included in mortgage) \$ _____
 Insurance (Not included in mortgage) \$ _____
 Assessments (utility/condo/HAS fees) \$ _____
 Other liens (type: _____) \$ _____
 Contribution \$ _____
 (Circle: inheritance/personal/pre-marital assets/misc.)

F. Securities: (Stocks, Bonds, Cryptocurrency, Bitcoin, Etc.) *Use additional page if necessary.*

\$_____ Value Company _____ No. of Shares _____ Owner: _____
 \$_____ Value Company _____ No. of Shares _____ Owner: _____
 \$_____ Value Company _____ No. of Shares _____ Owner: _____

G. Retirement Plans/Deferred Compensation/Pensions. Provide the following information for any plan and monthly amount you would be entitled to if you stopped work today. This includes cash retirement accounts such as IRA, SEPS, KEOUGHS, 401(k), 401(a), 403(b); employee savings plan; stock ownership/profit sharing plans, annuities.

Plan Name _____
 Plan Administrator _____
 Earliest Retirement Date _____
 Vested Circle: yes /no & when: _____
 Eligible Monthly Amount _____
 Present Value _____

Plan Name _____
 Plan Administrator _____
 Earliest Retirement Date _____
 Vested Circle: yes /no & when: _____
 Eligible Monthly Amount _____
 Present Value _____

Plan Name _____
 Plan Administrator _____
 Earliest Retirement Date _____
 Vested Circle: yes /no & when: _____
 Eligible Monthly Amount _____
 Present Value _____

Plan Name _____
 Plan Administrator _____
 Earliest Retirement Date _____
 Vested Circle: yes /no & when: _____
 Eligible Monthly Amount _____
 Present Value _____

H. Life Insurance: Name of Insured, Beneficiary, Policy #, type of insurance (term, whole life, group), face value, cash value and any loans against - include plans provided by employer:

\$ _____	Face Value	Issuing Company _____
\$ _____	Cash Value	Insured Name _____
\$ _____	Loans	Beneficiary _____
Circle Type: Term / Whole Life / Group		

\$ _____	Face Value	Issuing Company _____
\$ _____	Cash Value	Insured Name _____
\$ _____	Loans	Beneficiary _____
Circle Type: Term / Whole Life / Group		

I. Business or Professional Interests: Indicate name, share, type of business, value less indebtedness, etc.

J. Other Assets: (Vested Trust Interest, Pending Inheritance, Collections, i.e. coin, stamp, guns, other).

K. Use This Space for Any Additional Information You Believe Relevant to Your Finances.

PART VIII. VERIFICATIONS

PERSON FILLING OUT THIS FORM:

I declare, under the penalty of perjury, that the foregoing, including any valuations and attachments, is true and correct and that I have made a complete and absolute disclosure of all of my assets and liabilities. Furthermore, I understand that if, in the future, it is proven to this court that I have intentionally failed to disclose any asset or liability, I may lose the asset and may be required to pay the liability. Finally, I acknowledge that sanctions may be imposed against me, including reasonable attorney's fees and expenses incurred in the investigation, preparation and prosecution of any claim or action that proves my failure to disclose income, assets or liabilities.

DATE _____

Signature

ATTORNEY CERTIFICATION (*If Declarant Represented by Attorney*)

I have reviewed with my client the foregoing information, including any valuations and attachments, and sign this certificate consistent with my obligation under Trial Rule 11 of the Indiana Rules of Procedure.

DATE _____

Attorney Name: _____
Indiana Attorney No.: _____
Attorney for Wife / Husband / Petitioner / Respondent

SEE CHECKLIST ON FINAL PAGE

(Reminder: Exchange form with other party but DO NOT file with court unless instructed to do so)

CHECKLIST

ATTACH THE FOLLOWING DOCUMENTS THAT SUPPORT THE NUMBERS AND VALUES PROVIDED ABOVE. IF DOCUMENTS ARE NOT AVAILABLE YOU MUST SUPPLEMENT THIS FORM AS SOON AS THEY BECOME AVAILABLE.

1. Federal and State Income Tax Returns from the last three (3) Years including W-2 1099, K-1 forms & other schedules.
2. Pay Stubs/Wages/ Public Benefits Statements from the last three (3) Months.
3. Commissions/ Bonuses/Allowances Statements within the last two (2) years.
4. Health Insurance – Last premium statement. If paid through your employer, a statement showing costs for you as individual employee vs. costs to cover any dependent children or spouse. (*See your H.R. representative for this information*)
5. Health Savings/Flex Medical Account - Statement that includes date of filing of Petition for Dissolution of Marriage.
6. Day Care Costs – Contract or Payment Verification of weekly/ monthly costs.
7. Real Estate - Appraisal or other such documents that support your valuations.
8. Vehicles – Statement from a dealer or recognized source (*i.e. Kelly Bluebook, Edmunds, NADA, etc.*).
9. Bank/Investments/IRA's/Cash Apps/ 529 Education Accounts – Statement that covers the time period that includes date of filing of Petition for Dissolution of Marriage.
10. Debts/Loans/Mortgages/ Credit Cards - Statement that covers the time period that includes date of filing of Petition for Dissolution of Marriage.
11. Retirement/Pension/PERF/ 401(k),401(a), 403(b) Accounts – Statements explaining current values, if vested, benefits, amounts expected or are receiving.
12. Life Insurance Policies - Including named beneficiaries and premiums.
13. Indiana Child Support Worksheet (for parties with child(ren) under 19 years old) - Completed worksheet with overnight parenting time credits.
See: <https://www.in.gov/courts/services/child-support-calculator/>
14. Trust/Inheritance Documents – For any current or pending interest.
15. Business or Professional Interests - Tax returns last 3 years, Articles of Incorporation, Share Certificates, list of business assets values & debts, bank account statements, balance sheets and profit & loss statements that include date of filing of this action.

Updated 04/2025

APPENDIX I

STATE OF INDIANA)
) **SS:** **IN THE CIRCUIT/SUPERIOR COURT**
COUNTY OF TIPPECANOE) **OF TIPPECANOE COUNTY**

IN RE THE MATTER OF: **CASE NO. 79_____ - ____ -**

Circle: Petitioner / Mother / Father
AND

Circle: Respondent / Mother / Father

PATERNITY & POST DECREE: FINANCIAL DECLARATION FORM

NAME PERSON SUPPLYING THIS
FORM: _____

- 1. This form is mandatory discovery and must be exchanged between the parties within 30 days of service of summons or post-decree motion, whether represented by an attorney or not.**
- 2. Failure by either party to complete and exchange this form may authorize the court to impose sanctions set forth in Rule 17 of the Tippecanoe County Rules of Family Law.**
- 3. You *MUST* include all documents requested in the *CHEKLIST* at the end of this form. If documents are not available within 30 days, you should include a notation that the document is being obtained and exchange it as soon as reasonably possible. Parties have an ongoing obligation to update this form as information becomes available.**
- 4. If the space provided is inadequate to fully provide a response you should include additional pages.**
- 5. DO NOT file this with the court unless instructed to do so.**

PART I. PRELIMINARY INFORMATION

Father/Parent: _____	Mother/Parent: _____
Address: _____	Address: _____

Soc. Sec. No.: _____	Soc. Sec. No. _____
Birth Date: _____	Birth Date: _____

Children of this Marriage/Relationship (Naturally Born or Adopted):

_____ Name: <i>First, Middle</i>	_____ Age	_____ D.O.B.	_____ Name: <i>First, Middle</i>	_____ Age	_____ D.O.B.
_____ Name: <i>First, Middle</i>	_____ Age	_____ D.O.B.	_____ Name: <i>First, Middle</i>	_____ Age	_____ D.O.B.
_____ Name: <i>First, Middle</i>	_____ Age	_____ D.O.B.	_____ Name: <i>First, Middle</i>	_____ Age	_____ D.O.B.
_____ Name: <i>First, Middle</i>	_____ Age	_____ D.O.B.	_____ Name: <i>First, Middle</i>	_____ Age	_____ D.O.B.

Other Minor Children: (Provide following information for other child(ren) living at your residence)

Name: _____ Age: _____ Relationship: _____ Support Received: _____
 Name: _____ Age: _____ Relationship: _____ Support Received: _____
 Name: _____ Age: _____ Relationship: _____ Support Received: _____

PART II. INCOME

A. Employer: _____ Telephone No: _____
 Address: _____ Length of Employment _____
 _____ Job Description. _____

B. Gross Yearly Income \$ _____
 (Include commissions, bonuses, allowances & overtime received in most recent year)

C. Gross pay each pay period \$ _____ (Circle: weekly / 2 weeks / twice per month / monthly)

D. Gross Monthly Income from Other Sources: (Rents received, Dividends, Pension, Retirement, Social Security, Disability, Unemployment benefits, Public Assistance [i.e.. Food stamps], or child support received).

\$ _____ Description: _____
 \$ _____ Description: _____
 \$ _____ Description: _____

PART III. MONTHLY LIVING EXPENSES

List names and relationship of each household member whose expenses are included below.

\$ _____ Rent or Mortgage payments	\$ _____ Utilities (gas, electric, water, etc.)
\$ _____ Property Taxes (not included in mortgage)	\$ _____ Food
\$ _____ Property Insurance (not included in mortgage)	\$ _____ Transportation
\$ _____ Insurance (car, life, personal property)	\$ _____ Health Insurance
\$ _____ Phones/cell phones	\$ _____ Cable/Data/Internet
\$ _____ Misc. (toiletries, laundry, clothing, etc.)	\$ _____ Other(Describe: _____)

PART IV. MINOR CHILDREN RELATED EXPENSES

- \$ _____ Child Care Cost To Permit You To Work (Circle: Daily / Weekly / Monthly)
- \$ _____ Pre-School Costs (Circle: Weekly / Monthly / Semester / Year)
- \$ _____ School Tuition - per semester (Circle: Elementary /High School)
- \$ _____ Sports/Extracurricular Activity Expenses
- \$ _____ Health Insurance for Children Only (*Do not include costs for your portion*)
- \$ _____ Birth-Related Expenses (if applicable)
- \$ _____ Child support for children not involved in this case.

Post High School Education Expense: If any child subject to this case is attending post high school classes or will attend within the next six (6) months, list the following information for each child.

Student _____	Student _____
Name of School _____	Name of School _____
Cost Per Year \$ _____	Cost Per Year \$ _____
<i>(If applicable include room and board)</i>	<i>(If applicable include room and board)</i>

PART V CHILD SUPPORT WORKSHEET

In All Cases Involving Child(ren) under 19 years of age, you MUST attach an Indiana Child Support Worksheet (with documentation of your income); or provide Worksheet within ten (10) days of the exchange of this Form with the other party. (See Indiana Child Support Guideline 6).

PART VI CHILD SUPPORT ARREARAGE COMPUTATION

If case involves a claim of a support or other arrearage, attach all records or other exhibits regarding payment history and compute the arrearage as of the date of the filing of the petition or motion which raises that issue. Explain in detail how arrearage is calculated.

L. Use This Space for Any Additional Information You Believe Relevant to Your Finances.

PART VIII. VERIFICATIONS

PERSON FILLING OUT THIS FORM:

I declare, under the penalty of perjury, that the foregoing, including any valuations and attachments, is true and correct and that I have made a complete and absolute disclosure of all of my assets and liabilities. Furthermore, I understand that if, in the future, it is proven to this court that I have intentionally failed to disclose any asset or liability, I may lose the asset and may be required to pay the liability. Finally, I acknowledge that sanctions may be imposed against me, including reasonable attorney's fees and expenses incurred in the investigation, preparation and prosecution of any claim or action that proves my failure to disclose income, assets or liabilities.

DATE _____

Signature

ATTORNEY CERTIFICATION (*If Declarant Represented by Attorney*)

I have reviewed with my client the foregoing information, including any valuations and attachments, and sign this certificate consistent with my obligation under Trial Rule 11 of the Indiana Rules of Procedure.

DATE: _____

Attorney Name: _____

Indiana Attorney No.: _____

Attorney for Mother/Father/Petitioner/Respondent

SEE CHECKLIST ON FINAL PAGE

(Reminder: Exchange form with other party but DO NOT file with court unless instructed to do so)

CHECKLIST

YOU MUST ATTACH THE FOLLOWING DOCUMENTS THAT SUPPORT THE NUMBERS AND VALUES PROVIDED ABOVE. IF DOCUMENTS ARE NOT AVAILABLE YOU MUST SUPPLEMENT THIS FORM AS SOON AS THEY BECOME AVAILABLE.

1. Federal and State Income Tax Returns from the last three (3) Years
2. Pay Stubs/Wages/ Public Benefits Statements from the last three (3) Months.
3. Commissions/ Bonuses/Allowances Statements within the last two (2) years.
4. Health Insurance – Last premium statement. If paid through your employer, a statement showing costs for you as individual employee vs. costs to cover any dependent children or spouse. (*See your H.R. representative for this information*)
5. Health Savings/Flex Medical Account - Statement that includes date of filing of Petition .
6. Day Care Costs – Contract or Payment Verification of weekly/ monthly costs.
7. Post-High School Expenses – Tuition, room & board, scholarships or grants.
8. Indiana Child Support Worksheet -
See: <https://www.in.gov/courts/services/child-support-calculator/>

Form Created 04/2025