

Appendix J: Sample Notice for Remote Hearing/Trial

STATE OF INDIANA) _____ COURT
) SS:
COUNTY OF _____) CAUSE NO. _____
)
Plaintiff,)
)
vs.)
)
Defendant.)

NOTICE / ORDER FOR REMOTE HEARING / TRIAL

Please be advised, you are receiving this notice because you have an upcoming court date. Due to current health concerns, until further notice, the Small Claims Court is REQUIRING remote appearances in civil cases that are scheduled for hearing / trial. Follow the instructions below to appear in court remotely.

Each party shall provide the Court with a telephone number/ email address where they can be contacted for the hearing / trial. The parties must contact the Court as soon as possible, and no less than two (2) days before the hearing / trial, at (insert Court phone number or email) to provide the telephone number/email address where they can be reached for the hearing / trial.

If you cannot appear remotely, please contact the Court at (insert phone number and/or email address) and state the reason you cannot appear. You must include your name, phone number, email address, current address, and cause number.

Telephonic Hearing:

At the time for the hearing/ trial, the Court will contact the parties by telephone.

If there is more than a ten (10) minute delay in receiving the call from the Court at the time of the hearing / trial, the parties must then immediately call the Court at (insert phone number).

Video Hearing:

At the time for the hearing/ trial, you will open (insert video hearing platform - Zoom / WebEx) on the web or through a web-based application.

You will then be asked to enter the meeting ID and password, which are as follows:

Meeting ID: (insert id)

Password: (insert password)

If you need to participate by telephone you may call (insert local phone number for meeting access) and you will be prompted to enter the meeting ID and password listed

above. Long distance rates may apply.

If you have trouble joining at the time of the hearing / trial, you must immediately call the Court at (insert phone number).

For further information on participating in a remote court hearing / trial please visit at: <https://www.in.gov/judiciary/files/remote-hearings-tips.pdf>.

If you have procedural questions about your case, you may contact the court directly at (insert phone number/email address). You can also look up your case by going on the web at mycase.in.gov.

The parties must email, e-file, or mail any proposed evidence, exhibits, or documents for use at the trial. Those documents must be received by the Court at least two (2) days before the trial. The email address of the Court is: (insert email address). The mailing address of the Court is: (insert mailing address). All documents sent to the Court must contain the correct cause (case) number. (The case number is in the upper right-hand corner of this Order.) The parties must also send to the other parties (by mail or email) copies of all documents submitted to the Court. This must be done at the same time the documents are sent to the Court. If a party has any witnesses for trial, the witnesses must be with that party at the time of the trial for them to testify.

If you fail to appear for this case the matter may go forward without your participation. This could result in a default judgment, eviction, garnishment, dismissal, or other adverse action being taken against you.

Finally, please note that Rule 2.17 of the Indiana Code of Judicial of Conduct prohibits the recording of Court proceedings. Accordingly, everyone who in any way participates in, sees, or hears the Court's proceedings is now ORDERED that that they will not participate in, or record the proceedings in any manner. Violations of this Rule shall be punishable by Contempt of Court.

_____, 2020

JUDGE / MAGISTRATE,

COURT