

In the
Indiana Supreme Court
Cause No. 18S-MS-141

Order Amending Administrative Rules



Under the authority vested in this Court to provide by rule for the procedure employed in all courts of this state and this Court's inherent authority to supervise the administration of all courts of this state, Indiana Administrative Rules 7 and 8 are amended as follows (deletions shown by ~~striking~~ and new text shown by underlining):

...

Rule 7. Judicial Retention Schedules

...

II. PROCEDURE

...

CIVIL (1)

...

90-1.1-25.1R	Civil Miscellaneous Case Files (MI)	1/01/1987-+	retain for 5 years and upon review of trial court. Maintain permanently all tax deed MI cases ordered upon IC 6-1.1-25-4.6.
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<u>17-1.1-25.2</u>	<u>Tax Sale Case Files (TS) and (TP)</u>	<u>2017+</u>	<u>maintain permanently in original, microfilm, or electronically if the court has a scanning system approved under Administrative Rule 6 that directly scans or electronically files documents into the court case management system and saves a digital image of a document as part of the electronic case file.</u>
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85-1.1-26R	Dismissed Civil Case Files Designated as CP, CT, MI, RS, DR, <u>DC, DN</u> , MH, PO, PL, CC, MF	9/1881- +	Unless relief granted under TR 60(B): (a) those dismissed before trial, destroy 2 years after dismissal; (b) those dismissed during or after trial, destroy 2 years after order to dismiss is given under TR 41.
...			
91-1.1-61	Protective Order Case Files With PO, <u>JQ</u> Designation Under Administrative Rule 8	1/1/1992- +	destroy 3 years after date Order has been entered.
...			
91-1.1-63	Hardship Driver's License (Emergency Order for Restricted Hardship License) (MI Case # Only)	varies	for independent court action, not a part of a larger case, and if original order in RJO, destroy Case File 2 years after judgment.
<u>17-1.1-65</u>	<u>Expungement Civil</u> <u>Case designated as</u> <u>XP</u>	<u>2015+</u>	<u>destroy 2 years after the final</u> <u>action in the case</u>

JUDGMENTS AND EXECUTIONS

Rule 8. Uniform Case Numbering System

...

(B) Numbering System. The uniform case numbering system shall consist of four groups of characters arranged in a manner to identify the court, the year/month of filing, the case type and the filing sequence. The following is an example of the case number to be employed:

55C01-1101-CF-000123

(1) Court Identifier. The first group of five characters shall constitute the county and court identifier. The first and second character in this group shall represent the county of filing employing the following code:

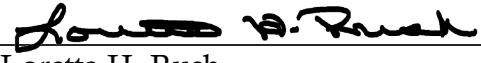
....
The last two characters of the first group shall distinguish between courts in counties having more than one court of a specific type. The following code sets forth the county and court identifier for all courts:

....
52C01 Miami Circuit Court
52D01 Miami Superior Court 1
52D02 Miami Superior Court 2
52H01 Miami/Peru City Court
52I01 Miami/Bunker Hill Town Court (Abolished effective January 1, 2019)

....
69C01 Ripley Circuit Court
69D01 Ripley Superior Court
69H01 Ripley/Batesville City Court
69I01 Ripley/Versailles Town court (Abolished effective January 1, 2019)

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These amendments shall take effect on January 1, 2019.

Done at Indianapolis, Indiana, on 12/14/18.



Loretta H. Rush
Chief Justice of Indiana

All Justices concur.