

## Rules of Criminal Procedure

### Rule 2.1. Appearance

**(A) State of Indiana.** At the time a criminal proceeding is commenced, the clerk shall enter the appearance of the elected prosecuting attorney for the jurisdiction where the action is pending. The prosecuting attorney be responsible for providing the clerk:

- (1) The name, address, attorney number, telephone and cell phone numbers, and electronic mail address of the prosecuting attorney;
- (2) The case type of the proceeding [Administrative Rule 8(B)(3)];
- (3) [Deleted]
- (4) The number of any arrest report relating to the factual basis underlying the criminal proceeding;
- (5) The transaction control number associated with the fingerprints submitted by the arresting agency and the state identification number assigned to the defendant by the Indiana State Police Central Records Repository if the defendant has been arrested and processed at the jail; and
- (6) Such additional matters specified by state or local rule required to maintain the information management system employed by the court through the Indiana Electronic Filing System (IEFS) if possible or in writing.

Any special or senior prosecuting attorney appointed to replace the elected prosecuting attorney, shall be responsible for providing the foregoing information to the clerk.

**(B) Deputy Prosecuting Attorneys.** Deputy prosecuting attorneys need not file a separate appearance or a temporary appearance in the criminal proceedings to which they are assigned; however, if an appearance is filed, the deputy prosecuting attorney shall follow the provisions of Trial Rules when withdrawing representation or at the completion of temporary or limited representation.

**(C) Defendant.** At the time an attorney for the defendant first appears in the criminal proceeding, the defense attorney shall file an appearance form setting forth the following information:

- (1) The name, address, attorney number, telephone and cell phone numbers, and electronic mail address of the attorney representing the defendant;
- (2) The case number assigned to the criminal proceeding; and
- (3) [Deleted]
- (4) Such additional matters specified by state or local rule required to maintain the information management system employed by the court.

**(D) Unrepresented.** In the event a defendant decides to represent himself or herself in a criminal proceeding without assistance of counsel, the defendant shall file an appearance that includes the defendant's name, address, telephone and cell phone numbers, and electronic mail address on a form as provided in section (H).

## Rules of Trial Procedure

### Rule 3.1 Appearance

**(A) Initiating party.** At the time an action is commenced, the attorney representing the party initiating the proceeding or the party, if not represented by an attorney, shall file with the clerk of the court an appearance form setting forth the following information:

- (1) Name, address, telephone and cell phone numbers, FAX number, and e-mail address of the initiating party or parties filing the appearance form;
- (2) Name, address, attorney number, telephone and cell phone numbers, FAX number, and e-mail address of any attorney representing the party, as applicable;

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**(B) Responding parties.** At the time the responding party or parties first appears in a case, the attorney representing such party or parties, or the party or parties, if not represented by an attorney, shall file an appearance form setting forth the information set out in Section (A) above.

**(C) Intervening Parties.** At the time the first matter is submitted to the court seeking to intervene in a proceeding, the attorney representing the intervening party or parties, or the intervening party or parties, if not represented by an attorney, shall file an appearance form setting forth the information set out in Section (A) above.