

# Court and Clerk Records

## Access and Maintenance:

### Criminal Case Judgments and Report of Case Disposition

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### Written Judgment Is Required

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Subject to the provisions set forth by statute, Ind. Criminal Rule 3.4 requires that upon a verdict of a jury or bench trial decision, the court shall promptly prepare and sign the judgment. At or before sentencing, the court must enter a judgment of conviction. As with other judgments, the clerk enters the judgment in the Record of Judgments and Orders (RJO) and notes the entry of the judgment on the Chronological Case Summary (CCS). If the judge fails to promptly prepare, sign, and enter the judgment as required by the rule, a mandate action is available to compel compliance. The provisions of Ind. T.R. 58(B) concerning the content of the judgment do not apply in criminal proceedings.

### Notice of Disposition of Criminal Case Must Be Provided to The Indiana State Police Records Division

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Additionally, the clerk is required by Ind. Code 10-13-3-25 to furnish a report of the disposition of the case to the Indiana State Police within thirty (30) days of the disposition. This statute applies not only if the defendant is convicted of an offense, but also if the defendant is acquitted; the case is dismissed, or otherwise disposed.

The clerk should send a copy of the order disposing of the case to the Indiana State Police at the mailing address listed below. If the case includes multiple counts, some of which are disposed earlier than other counts, notice of the disposition should be sent within thirty (30) days after each count is disposed.

**Point of Contact:**

**Indiana State Police**

**Records Division: Disposition Section**

**100 North Senate Ave.**

**Room N302**

**Indianapolis, In. 46204-2259**