



**Office of Administrative  
Law Proceedings**  
402 W. Washington St., Rm. W161  
Indianapolis, IN 46204-2745

**Eric J. Holcomb**  
Governor


**Matthew A. Brown**  
Director

## NOTICE

### To: Attorneys Appearing Before The Office Of Administrative Law Proceedings

The Office of Administrative Law Proceedings (OALP) utilizes a case management system supported by the Indiana Office of Court Technology. This system integrates attorney contact information maintained by the Indiana Supreme Court (Court) through your Roll of Attorneys record. This means that you will receive e-service from “ALP Support Team” to the email address you have selected as your “Contact for E-service and E-notice” on the Court’s portal.

**To ensure you receive e-service from OALP, please change your contact information with the Court by following these brief steps:**

- 1) Log into your account with the Court: <https://secure.in.gov/apps/courts/portal/>
- 2) Select “Update contact information”
- 3) Locate the section titled “Contact for E-service and E-notice” on the bottom right of the website 
- 4) Update your email in that section to be the address at which you will receive e-service

**Contact for E-service and E-notice**  
Choose the contact information to use for the E-filing Public Service List and notices from the appellate courts.

Firm Name\*

Mailing Address\*

Email\*

Add an email address below to have someone else copied on e-filed documents served to your public service list address.

E-filing Administrative Copy Email


You may find the following Court resources helpful in this process:

<p><i>Help Updating Contact Information</i> (<a href="https://www.in.gov/judiciary/3885.htm">https://www.in.gov/judiciary/3885.htm</a>)</p>	<p><i>A Guide to Updating Attorney Contact Information</i> (<a href="https://www.in.gov/judiciary/tutorials/efile-update-attorney-contact/#/">https://www.in.gov/judiciary/tutorials/efile-update-attorney-contact/#/</a>)</p>
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Additionally, you may serve filings on OALP by any method allowed by law, including emailing filings in a .pdf format to [OALP@OALP.IN.gov](mailto:OALP@OALP.IN.gov). Please include in your email your OALP cause number, the name of the party whom you represent, and the title of the document you are filing.

**While OALP will take every precaution to ensure that you are served, please be advised that updating your contact information is the best way to prevent any errors from occurring.** E-service will still be offered to those who are not included in the Indiana Roll of Attorneys at a provided email address. Finally, if allowed by law, attorneys may continue to accept service by another method.

Thank you for your attention to this matter. If you have any additional questions, please direct your inquiry to [OALP@OALP.IN.gov](mailto:OALP@OALP.IN.gov).

  
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Matthew A. Brown  
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