

INDEX

	<u>Page</u>
Accounting by Surviving Partners	6-24
Accounting - Posting Records.....	9-1
Acting Township Trustee.....	13-23
Add Columns – Prove Totals	9-2
Administration of Oath.....	6-14; 13-15
Adoptions	6-26
Adoption of Adult	6-27
Adoption of Minors - Costs	6-27
Adoption Records Confidential.....	6-26
Duty of Clerk.....	6-26
Duty of Clerk - Adoption Record - Revocation of Decree - Birth Certificate.....	6-27
Jurisdiction of Courts	6-26
Adult Probation Program.....	11-2
Collection of Program Fee.....	11-3
Establishment [IC 35-38-2-1].....	11-2
Felony Convictions - Mandatory.....	11-2
Misdemeanor Convictions - At Judge's Option.....	11-2
Advance Payments	1-3
Alcohol and Drug Rehabilitation Program.....	11-1
Establishment of Alcohol and Drug Intervention, Treatment and Rehabilitation Program.....	11-1
Expenses of Program	11-1
Fees - If Required.....	11-2
Gifts and Grant Permitted.....	11-2
Alcohol Purchases	1-12
Amount of Bond and Approval	3-2
Annual Conference	3-7
Appeal by Prisoner.....	8-13
Appeal from City Court and Town Court	8-12
Appointment of Deputies.....	4-3
Assemble Papers for Final Filing	6-5
Attorney Lien	2-22
Audit Costs.....	1-3
Authority for Investments	10-2
Bad Debts and Uncollectible Accounts.....	1-12
Bail (10% Cash Bonds) - Administrative Fee.....	8-12
Bail Agents - Forfeited Bonds - Duty of Clerk.....	8-16
Bail and Bail Procedures.....	8-13
Bail for Stay of Execution	13-5
Clerk to Notify Sheriff.....	13-5
Expiration of Stay - Joint Execution Shall Issue.....	13-5
Bail or Escrow in Contempt Proceedings.....	13-5
Births - Proceedings to Establish Time and Place.....	13-10
Notice to be Given	13-10
Record to be Kept by Clerk - Birth Certificates.....	13-10
Bond.....	3-2, 6-24
Amount of Bond and Approval.....	3-2
Cost of Bond	3-2
Sureties.....	3-1
Where Filed	3-2
Bonds of Deputies.....	3-3
Budget Estimates	3-4

	Page
Capital Assets	1-3
Buildings	1-4
Capitalization Policy	1-12
Construction Work in Progress.....	1-4
Equipment.....	1-4
Improvements Other Than Buildings	1-4
Land.....	1-3
Cash Change Fund.....	10-1
Cash Disbursements.....	1-4
Certificate of Authority or Acknowledgment - Fee	13-12
Certificate of Deposit - Renewal of	10-4
Certified Copy Fees	8-19
Certified Copy Fees - Praeipce.....	8-19
Certified Copy of Record to be Furnished to Honorably Discharged Veterans of any War, Their Widows and Dependents.....	8-18
Certified Copies – When to Furnish Without Charge.....	8-18
Certified Mail	13-1
Change of Venue - Appeal.....	13-24
Change of Venue Claim of Expense.....	5-6; 7-2
Chargeable Items of Expense	7-3
Clerk's Per Diem.....	7-2
Contents	7-2
Change of Venue Claim for Expense (Continued)	
File With Auditor	7-2
One Per Diem Per Day.....	7-4
Per Diem of Special Judge - Not Included as Expense.....	7-3
Prepare Claim.....	7-2
Report of Payment.....	7-3
Trial Defined	7-3
Change of Venue – Clerk Striking.....	13-3
Change of Venue Procedures.....	7-1
Change of Venue:	
Certifying Unpaid Costs	7-4
Clerk to Prepare Transcript.....	7-6
Collections and Payment of Costs	7-4
Contents of Receipt.....	7-4
Disposition of Costs	7-5
Fee Required Upon Change of Venue.....	7-5
Fee To Accompany Transcript.....	7-5
Notation on Dockets.....	7-5
Payment of Costs - By Whom Accepted.....	7-5
Posting by Receiving Clerk	7-5
Posting by Sending Clerk - Fee to Accompany Transcript	7-5
Receipt to Accompany Transcript	7-5
Change of Venue Cases Not to be Docketed Unless Fee Accompanies Transcript	7-4
Change of Venue in Causes Reversed by the Supreme and Appellate Courts and Remanded to the Lower Court for a New Trial	7-6
Entering	7-1
Entries.....	7-1
Purpose	7-1
Tax Expense Items.....	7-1
Transcript on Change of Venue - Money to Accompany.....	7-6
Change of Venue Record (Form No. 40)	5-5, 7-1
City and Municipal Court Judges	13-23
Civil Actions.....	8-23
Civil Actions - Costs When not Required	8-23
Court Costs Include Service of Process by Certified Mail.....	8-24
No Fee to be Charged for Name Change Under IC 31-1-11.5-18	8-24

	Page
Party Entitled to Recover Costs.....	8-24
Party Entitled to Recover Private Service of Process Fee	8-24
Prepayment not Required in Appeals.....	8-24
Claim Against Guardianship.....	6-32
Clerical Assistants to Board of Elections	3-7
Clerk to Notify Sheriff	13-5
Clerk's Cash Book and Daily Balance Record (Form 46)	9-2
Cash Book Summary Section.....	9-3
Daily Cash Reconciliation Section	9-3
Clerk's Guide.....	13-1
Clerk's Official Receipt, Clerk's Official Cash Book of Receipts and Disbursements, Daily Balance and Monthly Report (Form Nos. 126, 139, 27A, 46 and 46CR).....	5-4
Clerk's Record Perpetuation Fund	5-6
Closing Books at the End of Each Month	9-4
Closing of Estate	6-23
Collection of Amounts Due.....	1-4
Compensation - Division of Penalty	13-15
Compensation and Benefits	1-4
Advance Payments.....	1-3
Compensation.....	1-4
Compensation - Non-Employees.....	1-4
Employee Benefits.....	1-6
Leave and Overtime Policy.....	1-14
Personal Expenses.....	1-8
Personal Property Use	1-8
Private Property	1-8
Purchasing Bonuses.....	1-8
Record of Hours Worked	1-9
Severance Pay	1-9
Suspensions With Pay.....	1-9
Travel Policies	1-15
Unemployment Compensation	1-10
Compensation for Attendance at Meeting.....	3-6
Condition of Records.....	1-5
Conflict of Interest	1-5; 3-6
Consolidation Causes	8-20
Contents of Report	9-7
Correction of Errors.....	1-5
Cost of Bond	3-2
Costs	8-20
Costs and Fees	8-12
Costs Cannot be Remitted.....	8-20
County Board of Elections.....	3-6
Clerical Assistants to Board of Elections.....	3-7
Compensation for Attendance at Meeting.....	3-6
Instruction for County Election Boards	3-6
County Commission on Public Records - Created	13-21
County Commission on Public Records - Duties	13-21
County Traffic Violations Bureau – Record of Payments by Credit Card	9-11
County User Fees	8-9
Court Costs Due State - Semiannual Settlement	9-5
Court Order Book Chronological Case Summary and Record of Judgments and Orders	5-4
Credit Cards	1-12
Criminal Actions	8-20
Costs - Other - When Required.....	8-21
Criminal Actions - Costs	8-20
Default in Payment of Costs	8-21
Fines or Penalty in Addition to Costs	8-21

	<u>Page</u>
Hearing to Determine Indigency	8-21
State to Pay Costs of Trial of Offenses Committed by Prison Inmates	8-21
Criminal and Juvenile Entry Docket	5-5
Criminal Entry Docket	6-6
Certified Copy	6-8
Commitment	6-7
Copy Affidavit or Indictment.....	6-7
Copy Bond	6-7
Docket Sheet	6-7
Entering	6-6
Entries in Order Book	6-8
Filing	6-6; 6-7
Final Files	6-8
Warrant Issued	6-7
Warrant Returned	6-7
Deferral Program.....	11-4
Collection of Program Fee.....	11-4
Establishment	11-4
Program Fee - In Lieu of Court Costs	11-4
Delinquent Tax Judgments	13-28
Delivery of Unclaimed Property to Attorney General	13-16
Department of Revenue and Department of Workforce Development Warrants	8-2
Department of Workforce Development (DWD) Warrants.....	13-16
Deposit and Investment of Funds	
Authority for Investments.....	9-2
Designation of Depositories.....	9-1
Manner of Investing Funds	9-3
Renewal of Certificates of Deposit	9-4
Deposit of Accountable Items	13-7
Depositing Receipts	9-4
Depositories - Investments.....	10-1
General Law	10-2
Interest on Investments	10-2
Investment Cash Management System	10-4
Monthly Report - Form No. 46-CR.....	10-4
Posting Investments to Clerk's Records.....	10-3
Service Charges	10-3
Deputy Clerk not Entitled to Additional Compensation	3-7
Designation of Depositories	10-1
Direct Deposit of Compensation by Auditor	13-28
Directive Duties	6-6
Disbursements	9-2
Dismissal for Failure to Prosecute	13-10
Dismissal or Satisfaction of Attachment - Certificate - Fee.....	13-3
Distress Sales (Going out of Business Sales) - License.....	13-20
Distress Sales – License Fee	13-21
Docket Sheet Removed	6-4
Document Fees	8-5
Donations	1-5
Duties in General	4-1
Ejectments - Affidavits for Possession - Clerk's Order to Seize	13-6
Eminent Domain.....	13-26
Eminent Domain – Execute Deed.....	13-26
Eminent Domain – Payment of Damages to One or More Defendants.....	13-26
Eminent Domain – Payment of Damages - Possession of Property	13-28

	<u>Page</u>
Endorsement.....	3-1
Entering in Records.....	6-24
Entering Judgment.....	6-5
Minutes Recorded in Entry Docket.....	6-5
Estate Entry Docket – Fee Book - Claim and Allowance Docket, Guardian Docket and Fee Book (Form No. 42).....	5-4, 6-14
Administration of Oaths.....	6-14
Endorsement of Probate.....	6-14
Entering in Docket.....	6-14
Issue Letters.....	6-14
Notice of Administration [IC 29-1-7-7].....	6-15
Exact Replica.....	1-1
Excessive or Unreasonable Costs.....	1-6
Execution and Fee Bill.....	13-4
Execution Docket.....	13-4
Execution may Issue on Sunday.....	13-4
Execution not Issued After Ten Years.....	13-4
Expenditures by Holding Corporations.....	1-6
Expenses of Program.....	11-1
Expiration of Stay - Joint Execution Shall Issue.....	13-5
Failure to Pay Over Fees Collected.....	13-12
Federal and State Agencies - Compliance Requirements.....	1-2
Federal and State Regulations.....	1-6
Federal Excise Taxes.....	1-2
Federal Income Taxes.....	1-2
Fee - When Payable.....	8-22
Fee Bills - Collection of Costs.....	8-22
Fee Bills - Issuance and Collection.....	8-22
Fee Book (Form No. 41).....	5-3
Fees.....	1-6
Fees - Costs - Per Diems to be Paid to County General Fund.....	3-5
Filing Docket Sheet.....	6-6
Filing Complaint - Summons.....	13-2
Filing Fee Not Required For Petition For Reinstatement.....	8-22
Filing Report.....	9-7
Fines and Forfeitures - Remission of.....	8-23
Fines or Costs - Default.....	13-14
First or Chief Deputy.....	3-3
For Deposit Only – Not Used For Purpose Intended.....	9-8
Foreign Guardians - Property Located in Indiana - Powers.....	6-32
Foreign Wills.....	6-12
Entering in Records.....	6-13
Fee.....	6-13
Form Approval Conditions.....	5-1
Form Approval Process.....	1-1
Form of Entry.....	6-3
Form of Reports.....	9-7
Form of Schedule of Outstanding Checks.....	9-6
Fundraisers.....	1-6
Fund Sources and Uses.....	1-6
General Indexing Final Files.....	6-6
General Law.....	10-2
Gifts and Grant Permitted.....	11-2
Grand Juries.....	13-10
Gross Income Tax Warrants - Clerk to Enter.....	13-17

	<u>Page</u>
Guardianship.....	6-27
Claim Against Guardianship.....	6-32
Considerations for Appointment of Guardian.....	6-29
Costs - Proceedings for Adjudication of Competency.....	6-35
Cost Upon Transfer.....	6-31
Entries in Guardian Docket.....	6-34
Filing and Entering as a Civil Matter.....	6-34
Foreign Guardians - Property Located in Indiana - Powers.....	6-32
Inventory of Guardianship Property.....	6-31
Notice of Petition and Hearing.....	6-32
Petition to Compromise or Settle Claim.....	6-32
Property of Incapacitated Person not in Excess of \$10,000.....	6-30
Taxing Costs.....	6-34
Temporary Guardian.....	6-28
Transfer of Guardianship.....	6-30
Transferring Costs From Civil to Guardian Docket.....	6-34
Transferring to Guardian Docket.....	6-34
When Letters of Guardianship are Issued [IC 29-3-7-3].....	6-27
Where to Enter.....	6-34
Handwritten Records.....	13-22
Indebtedness.....	1-7
Indictment - Duty of Clerk.....	13-13
Instruction for County Election Boards.....	3-6
Interest on Investments.....	10-2
Inventory of Guardianship Property.....	6-31
Investment Cash Management System.....	10-4
Investment of Funds.....	1-7
Investments, Posting to Clerk's Records.....	10-3
Issuing Executions.....	6-6
Judgment Docket (Form No.74).....	5-4
Judgment, Satisfaction of Tax.....	13-29
Judgment, Setting Aside - Grounds.....	13-29
Judicial Review.....	13-24
Juries - Grand and Petit How Drawn.....	13-7
Jury Claims.....	13-30
Jury Fees.....	8-28; 13-30
Clerk to Forward Claims.....	8-28
Juvenile Probation Program.....	11-3
Collection of Program Fee.....	11-3
Establishment of a Program of Informal Adjustment.....	11-3
Program Fee - In Lieu of Court Costs.....	11-3
Juvenile Records.....	6-8
Leave and Overtime Policy.....	1-14
Legal Holidays.....	3-8
License Fee - Distress Sales.....	13-21
Licenses.....	8-5
Lien for Attorney Fees.....	13-22
Lien, Satisfaction of.....	13-3
Lis Pendens Record - Dismissal or Satisfaction of Attachment - Certificate.....	13-3
Lis Pendens Record - Written Notice to be Filed by Sheriff or Coroner.....	13-3
Lis Pendens Record of Dismissals and Satisfaction, Lien or Attachments to be Indexed.....	13-3
Lis Pendens Records.....	13-2
Lucrative Office.....	3-5; 1-7

	<u>Page</u>
Malfeasance, Misfeasance or Nonfeasance	1-7
Manner of Investing Funds.....	10-3
Mileage.....	2-4
Miscellaneous General Court Costs Provisions.....	8-25
Change of Venue Court Cost Fee	8-25
Court Cost Fees - Infractions.....	8-25
Highway Worksite Zone Judgments	8-27
Jury Fees	8-28
Juvenile Court - Pregnant Minors	8-25
Nonresident Motorist - Service of Process Upon Secretary of State - Fee.....	8-25
Overweight Vehicles - Fines and Penalties - Impoundment and Sale	8-27
Paternity.....	8-26
Prepayment When not Required	8-25
Publication Requirements.....	8-25
Punitive Damage Awards	8-28
Statement With Remittance - Change of Venue	8-26
Trusts - Public and Benevolent.....	8-26
Vehicle License - Additional Excise Tax Judgments	8-26
Witness Fees	8-27
Miscellaneous Fees	8-6
Monthly Report (Form No. 46CR)	4-5; 9-4
New Bond - Notice by Clerk.....	13-14
Notice of Conviction - Motor Vehicle Owners	13-23
Oath.....	3-1
Oaths and Affirmations to be Administered Orally	12-1
Affirmation.....	12-1
Deposit of Oaths.....	12-1
Examination of Prospective Jurors	12-1
Grand Jurors.....	12-1
Interpreter	12-1
Jurors - For Trial	12-1
Witness	12-1
Oath of Attorneys – Attorney List	13-11
Office Created	3-1
Office Hours and Place	3-2
Official's Bond	13-22
Official Bonds Approved by Clerk	13-14
Official Court Seal	3-5
Official Records and Forms.....	5-1
Change of Venue Claim of Expense	5-6
Change of Venue Record (Form No. 40)	5-5
Clerk's Official Receipt, Clerk's Official Cash Book of Receipts and Disbursements, Daily Balance and Monthly Report (Form Nos. 126, 139, 27A, 46 and 46CR)	5-4
Clerk's Record Perpetuation Fund	5-8
Court Order Book - Chronological Case Summary and Record of Judgments and Orders.....	5-4
Criminal and Juvenile Entry Docket.....	5-3
Estate Entry Docket - Fee Book - Claim and Allowance Docket, Guardian Docket and Fee Book (Form No. 42)	5-4
Fee Book (Form No. 41).....	5-3
Judgment Docket (Form No. 74)	5-4
Monthly Report (Form No. 46CR).....	5-5
Other Dockets and Records	5-3
Record of Instruments Copied or Proofed (Form No. 138)	5-5
Register of Fees and Funds Held in Trust (Form No. 44)	5-5
Report of Collections (Form No. 362).....	5-5

Old Outstanding Checks Not Returned.....	9-8
Open Door and Public Access	13-2
Order Book - Entries to be Made	6-3
Docket Sheet Removed.....	6-4
Form of Entry	6-3
Prepare for Final Filing	6-4
Who to Furnish	6-4
Order of Attachment Issued by Clerk - Approval of Bond.....	13-6
Ordinances and Resolutions	1-7
Organization of Office, Salary and Expenses, and Fees	3-1
Annual Conference	3-7
Appointment of Deputies	3-3
Bond	3-2
Bonds of Deputies	3-3
Budget Estimates.....	3-4
Conflict of Interest.....	3-6
County Board of Elections	3-6
Endorsement	3-1
Fees - Costs - Per Diems to be Paid to County General Fund	3-5
First or Chief Deputy.....	3-3
Legal Holidays	3-8
Lucrative Office.....	3-5
Mileage	3-4
Oath	3-1
Office Created.....	3-1
Office Hours and Place.....	3-2
Official Court Seal.....	3-5
Organization of Office, Salary and Expenses, and Fees (Continued)	
Postage - Claim for Purchases.....	3-4
Purchases.....	3-4
Qualification of Deputy	3-3
Qualifications	3-1
Record of Hours Worked.....	3-5
Registration of Voters	3-7
Salaries.....	3-3
Sureties.....	3-1
Term of Office.....	3-1
Origin - Definition - Nature of Office - Vacancies	2-1
Vacancy in Office.....	2-1
Other Dockets and Records.....	5-5
Overdrawn Cash	1-7
Overpayment Collections	1-7
Overweight Vehicles - Fines and Penalties - Impoundment and Sale.....	8-27
Partition of Real Estate - Transcript.....	13-4
Payments in Advance	1-3
Penalties, Interest and Other Charges.....	1-7
Permanent Files	6-4
Personal Expenses	1-8
Personal Property Use	1-8
Petition for Determination of Heirship	6-24
Applicable Court Procedure.....	6-26
Bond	6-24
Decree of Final Distribution - Recording Certified Copy.....	6-26
Entering in Records	6-24
Exercise of Powers by Domiciliary Foreign Personal Representative	6-25
Filing Supplemental Reports After Estate Has Been Settled - Assets Not Administered	6-25
Priority of Local Personal Representative Powers - Limited Powers -	

	<u>Page</u>
Prejudice - Substitution of Representative.....	6-25
Transfer of Proceedings.....	6-25
Transfer of Proceedings - Costs.....	6-25
Petty Cash Fund.....	10-2
Political Expenditures.....	1-8
Postage - Claim for Purchases.....	3-4
Posting Investments to Clerk's Records.....	10-3
Posting Items of Trust.....	9-2
Posting Tables of Fees.....	8-3
Posting the Cash Book of Receipts and Disbursements (Form 27A).....	9-1
Add Columns - Prove Totals.....	9-2
Disbursements.....	9-2
Receipts.....	9-1
Preparation of Report.....	9-7
Prepare for Final Filing.....	6-4
Prepare Monthly Financial Report.....	9-6
Prescribed Forms.....	1-1
Prescribed Forms, Taxes, and General Information.....	1-1
General Information.....	1-1
Prescribed Forms.....	1-1
State and Federal Taxes.....	1-2
Pretrial Diversion Program.....	11-3
Collection of Program Fee.....	11-4
Establishment [IC 33-39-1-8].....	11-3
Program Fee - In Lieu of Court Costs.....	11-4
Pretrial Services Fee.....	8-14
Private Property.....	1-8
Probate - Opening Estates.....	6-8
Appointment of Successor Personal Representative.....	6-10
Approval of Bonds.....	6-11
Attorney General to be Notified.....	6-19
Certificate of Probate.....	6-12
Claims of Personal Representatives - No Filing Fee.....	6-20
Closing of Estate.....	6-23
Collection of Small Estate by Widow or Distributes - Not More Than \$15,000.....	6-22
Court Decisions.....	6-19
Distribution of Money Upon Final Settlement.....	6-19
Docket Sheet.....	6-17
Duty of Clerk to Transfer Claim.....	6-19
Duty of Personal Representative.....	6-19
Election to Take Against Will.....	6-13
Entering and Numbering.....	6-18
Entering Proceedings.....	6-17
Entering in Records.....	6-13, 6-24
Entry.....	6-17
Estate Opened for Filing of an Inheritance Tax Return Only - No Costs to be Taxed.....	6-18
Failure to File Bond - Letters Revoked.....	6-11
Fee.....	6-13
Filing.....	6-17
Filing Claims Against Estates.....	6-18
Foreign Wills.....	6-12
How to Docket Disallowed Claims.....	6-20
Limitation on Filing Claims.....	6-18
No Execution.....	6-21
Notice - By Whom Served - Proof of Service.....	6-17
Opening of Estate.....	6-8
Order Book Entries.....	6-18
Payment of Assets to Clerk.....	6-22

	<u>Page</u>
Personal Representative Bond.....	6-11
Persons Entitled to Domiciliary Letters.....	6-10
Persons not Qualified to Serve.....	6-10
Petition for Determination of Heirship.....	6-24
Petition for Order to Pay to Clerk.....	6-20
Petition for Probate of Will and Appointment of Personal Representative.....	6-9
Prepare Papers for Filing.....	6-17
Prepayment of Filing Fee - Contested Claims.....	6-21
Probate Records.....	6-13
Proceedings for Adjudicated Compromise or Controversies.....	6-24
Proof Before Evidence of Handwriting Admitted.....	6-12
Proof Required for Probate and Grant of Letters.....	6-12
Revocation of Probate of Will - Clerk's Duty.....	6-13
Service of Notice.....	6-16
Special Administrators.....	6-11
The Probate Code.....	6-8
Unknown Heirs - Payment of Assets to State Treasurer.....	6-22
When Letters to be Issued.....	6-9
When to Enter Proceedings.....	6-13
Will Contest - Bond Approved by Clerk.....	6-13
Will to be Proved.....	6-12
Probate Records.....	6-13
Estate Entry - Claim and Allowance Docket - Fee Book (Form No. 42).....	6-14
Property of Incapacitated Person not in Excess of \$10,000.....	6-30
Purchases.....	3-4
Purchasing Bonuses.....	1-8
Qualifications.....	3-1
Qualification of Deputy.....	3-3
Quiet Title Proceedings - Notice by Clerk.....	13-6
Recording Decree in the Recorder's Office.....	13-9
Railroad Police.....	13-22
Receipt Issuance.....	1-8
Receiverships - Record of Statements.....	13-9
Receiving Money.....	8-1
Determine Purpose.....	8-1
Disbursement Entries.....	8-3
Disbursing.....	8-2
Distribution of Estate Money.....	8-1
Entering Money in Payment of Judgments.....	8-2
Entering Receipts in Docket.....	8-1
Posting Tables of Fees.....	8-3
Releases.....	8-2
Taxing Costs.....	8-3; 6-5
Transcripts to Bind Real Estate.....	8-2
Transfer Amounts to Individuals in Register of Trust.....	8-1
Trust Items.....	8-1
Value of Receipt and Use of.....	8-3
Writing Official Receipt.....	8-3
Recognizance - Recording a Lien - Real Estate in Other Counties - Release of Liens - Fees of Clerk - Judgment Upon Forfeiture.....	13-13
Recognizance Filed With and Recorded by Clerk.....	13-13
Reconciling Cash With Receipts at the Close of the Day.....	9-1
Reconciling the Depository Balance with the Record Balance.....	9-5
Reconciling the Register of Fees and Funds Held in Trust.....	9-5
Record of Hours Worked.....	3-5; 1-9

	<u>Page</u>
Record of Instruments Copied or Proofed (Form No. 138).....	5-5
Recording by Miniature Photographic or Microfilm Process.....	13-1
Register of Fees and Funds Held in Trust (Form No. 44).....	5-5
Registration of Voters.....	3-7
Deputy Clerk Not Entitled to Additional Compensation.....	3-7
Remanded Cases.....	13-1
Renewal of Certificates of Deposit.....	10-4
Reorganization of Schools - Elections - Petitions.....	13-25
Replevin Action.....	13-9
Order for Delivery.....	13-9
Report of Collections (Form No. 362).....	6-5
Report of Judgment.....	13-24
Report to the Auditor and Payment of Fees to the Treasurer.....	10-4
Revocation and Suspension of License - Reporting.....	13-23
Risk of Loss.....	1-9
Salaries.....	3-3
Sales Tax.....	1-2
Satisfaction of Judgment.....	13-29
Satisfaction of Lien.....	13-3
Separate Bank Accounts.....	1-9
Service Charges.....	10-3
Session Laws - Receipt by Clerk - Distribution.....	13-15
Setting Aside Tax Judgment - Grounds.....	13-29
Severance Pay.....	1-9
Signature Stamps.....	1-9
State and Federal Taxes.....	1-2
State User Fees.....	8-10
Statutory Court Cost Fees to be Charged Circuit, Superior, Probate and Municipal Courts.....	8-4
Successor to Receive Books, Records and Papers.....	13-16
Supplemental Public Defender Services Fund.....	8-12
Support.....	6-35
Accepting Personal Checks.....	6-36
Application of Act.....	6-37
Children Born Out of Wedlock - Voluntary Petition to Establish Paternity - Provision for Support ...	6-37
Clerk to Comply With Court Order.....	6-35
Delivering Checks.....	6-36
Different From Other Trust Items.....	6-35
Liability for Support of Parents.....	6-36
Maintenance and Support Orders - Clerk's Fee.....	6-37
Support Defined.....	6-35
Transfer of Proceedings of Support Order.....	6-37
Sureties.....	3-1
Suspension With Pay.....	1-10
Tax Refunds.....	1-2
Taxing Costs.....	6-5; 6-34; 8-3
Bail (10% Cash Bonds) - Administrative Fee.....	8-12
Certified Copies - When to Furnish Without Charge.....	8-18
Certified Copies of Record to be Furnished to Honorably Discharged Veterans of any War, Their Widows and Dependents.....	8-18
Certified Copy Fees.....	8-19
Certified Copy Fees - Praecepte.....	8-19
Consolidation Causes.....	8-20

	<u>Page</u>
Taxing Costs (Continued)	
Costs Cannot be Remitted	8-20
County User Fees.....	8-9
Document Fees	8-5
Licenses.....	8-5
Miscellaneous Fees	8-6
State User Fees.....	8-10
Supplemental Public Defender Services Fund.....	8-12
Temporary Guardian	6-28
Tender of Money Refused.....	13-9
Term of Office	3-1
Timely Recordkeeping	1-10
Title IV-D Incentive Payments.....	13-30
Traffic Violations Bureau - Use of Credit Card.....	9-9
Transaction Recording	1-10
Transcripts of Records	13-4
Transfer of Guardianship	6-30
Costs Upon Transfer	6-31
Transfer of Proceedings Costs.....	6-25
Transfer of Proceedings.....	6-25
Travel Policies.....	1-15
Trial Defined.....	7-3
Trust Item	8-1; 9-8
Trust Items - Applied to Costs	9-9
Trusts and Endowments	1-10
Unclaimed Property - Report to Attorney General	13-15
Delivery of Unclaimed Property to Attorney General.....	13-16
Unclaimed or Returned Outstanding Checks.....	9-8
Uncollectible Accounts	1-12
Unemployment Compensation.....	1-10
Use of Prescribed Forms	1-1
Use of Records - Filing Complaints Procedural Instructions - Disposition of Papers.....	6-1
Appearance by Attorney	6-2
Assemble Papers for Final Filing.....	6-5
Attorney General to be Served When Actions are Brought Against the State	6-1
Bench or Issue Docket	6-2
Civil Entry Docket: Filing Complaint - Endorsement.....	6-1
Criminal Entry Docket.....	6-6
Directive Duties.....	6-6
Entering	6-1
Entering a Change of Venue Case.....	6-3
Entering Judgment	6-5
Filing Docket Sheet	6-2; 6-6
Filing Papers.....	6-2
General Indexing Final Files.....	6-6
Indexing	6-2
Issuing Executions.....	6-6
Issuing Process	6-1
Juvenile Records.....	6-8
Minutes in Entry Docket.....	6-3
Numbering	6-1
Order Book - Entries to be Made.....	6-3
Permanent Files.....	6-4
Probate - Opening Estates	6-8
Summons, Filing.....	6-3
Summons, Return of.....	6-3
Taxing Costs.....	6-5

Page

Use of Records - Filing Complaints Procedural Instructions - Disposition of Papers	
Value of Entry Docket.....	6-6
Vacancy in Office	2-1
Value of Entry Docket	6-6
Vending Machine Commissions and/or Profits	1-11
When Filing Fee is Required.....	13-28
Where Filed	3-2
Who to Furnish	6-4
Witness Fees	8-27
Clerk to Forward Claims	8-28
Criminal Actions.....	8-27
Other Actions	8-28
Payment by County Auditor or City or Town Fiscal Officer	8-28
Witnesses for Grand Jury.....	13-12