

TIPS FROM MARION COUNTY JUDICIAL STAFF

1. Keep the Court advised. For example: When Plaintiff's counsel is dealing with the Defendant's counsel in an attempt to settle the case prior to an appearance being made on behalf of Defendant, advise the Court what you are doing and ask for additional time.
2. Call Court Staff if you are running late to Court appearances. (Let us know if you are with another Judge.)
3. Introduce yourself to staff in Chambers and in the Courtroom when making a record.
4. Deliver courtesy copy of documents to the Judge's Office the day prior to hearing (especially copies of any documents which are filed only a day or two before hearing).
5. Please staple all documents filed with the Court. If you intend the documents to be filed separately i.e. motion, affidavit and memorandum in support of motion, please staple these documents separately. Submitting them in a bundle does not necessarily guarantee each document will be entered on OJIN.
6. When filing thick documents, please two hole punch the documents prior stapling and filing with the Court.
7. Make sufficient copies of Exhibits before coming to Court. Carefully read the Judge's scheduling order regarding exhibits.
8. Submit any and all original pleadings (after initial appearance) to the Judge assigned to the case. This eliminates searching for lost motions and orders.
9. Judges names or initials should be placed on the filings pursuant to Marion County SLR 2.015. Filings without Judges name or initials could add a week from the date of filing until it reaches Judges chambers.
10. Do not attach your original Exhibits to your Trial Memorandums.
11. The new form to refer domestic relations cases to mediation requires the attorneys to take responsibility for notifying a mediator of existing no contact orders i.e. Restraint Orders.
12. Arbitration Cases. Make sure Motions to Extend the 77 day deadlines are filed with the Court. (Judge Dickey as Chairperson of the Arbitration Commission reviews these. Send them to Judge Dickey or the Arbitration Coordinator.)
13. When requesting any motions for extension, please specify the requested new deadline.
14. When filing a motion to reopen after the Court has issued an Order of Dismissal, try to deal with the underlying problem: please make sure you have the final documents

together. (Example: Assume the Court has dismissed a divorce case because it has not received a form of Judgment and it has been 90 days. When you file your motion to reopen: make it easy on the Judge – submit the form of Judgment, hopefully already stipulated as to form.)

15. Uniform Support Affidavits are required to be filed in the Court file prior to the Dissolution Trial. Originals should not be marked as Exhibits.
16. Do not expect Court Staff to relay messages between you and your clients/witnesses/opponents.
17. If you need an interpreter, equipment (VCR), in custody Defendant transported, and/or Court Reporter, please contact the Court well in advance of the hearing or trial.
18. Tell Court Staff ***the truth***.
19. If you have questions regarding a Judge's procedures, please call Court Staff and ask. (Some of the Judges have written procedures.)