

HAMILTON COUNTY LEGAL SELF-HELP CENTER


E-filing Assistance for Unrepresented Litigants (URL)

As part of Indiana's [statewide e-filing project](#), several e-filing service providers (EFSP) are made available to attorneys and unrepresented litigants (URL). The self-help information and training available from the providers applies generally to the software, but may not be Indiana-specific. The following instructions will help you provide the correct information to the court.

❖ **TR 86** Read Trial Rule 86 Governing E-Filing

❖ **Court Forms** Prepare Court Forms

- Indiana Supreme Court Forms: Visit [Self-Service Legal Center](#)
Web address: <http://www.in.gov/judiciary/selfservice/2333.htm>
- The forms on the courts.in.gov website are prepared for your convenience. They do not explain the law and are not a substitute for legal representation. Before going to court, you should always seek advice from a lawyer, including having a lawyer review your forms before you file them.
- Small Claims Forms: Visit [Hamilton County Court Forms](#)
Web Address: <http://www.hamiltoncounty.in.gov/192/Court-Forms>
- Hamilton County Self-Help Legal Center
 - Assist URLs with on-line filing
 - Help URLs *determine what Court* forms they need to file
 - Provide legal and procedural information regarding court process

Do you need help choosing the right legal forms? 

Center participants must meet financial eligibility standards established by the State to utilize all services offered. Limited services are available to participants who do not meet financial eligibility standards and/or own substantial assets.

❖ **Confidential Information** **Instructions for dealing with information that is confidential or not for public access**

If you are requesting that a pleading be filed as confidential, please refer to [Administrative Rule 9](#) and the Guidance below to ensure that you are filing the proper Notice of Exclusion from Public Access filing code and document.
Address: http://www.in.gov/judiciary/rules/admin/index.html#_Toc439242056

Understanding Confidentiality

By law, court records are available to the public, and upon request anyone can look in almost any court file. Courts that have the ability to post court information on the Internet may post non-confidential court information on the Internet. The law also provides that certain information must remain confidential even if it is part of a court record.

Information that should be filed as confidential includes:

- **Social Security numbers**
- **Bank account numbers**
- **Tax records**
- **PIN numbers**
- **Medical records**
- **Child abuse records**

Note: These instructions apply to electronic filings. *In non-electronic filings, confidential information must be filed on light green paper* so that everyone can easily identify it and not release it to the public.

❖ **Service by Email**

Using the Public Service List

The public service list is a directory of people who have agreed to receive **by email** service of filings in trial and appellate cases. By designating a contact as "Public" you agree to accept service through that contact. Who you may add to the list is limited:

- You may add yourself.
- If you have a firm-wide account with authorization to manage other contacts, you may add members of your firm.
- You **may not** add other parties, regardless of whether you have their permission. They are responsible for adding themselves to the list.

If the party you wish to serve is not already on the public service list, you **may not** serve them by email. Instead, you must execute service conventionally.

All of Indiana's e-filing providers offer a way for users to add a contact to the public service list. Instructions for this vary by provider, so if you need help with this feature, please seek support through the provider you've chosen to use.

❖ **Scan Documents**

Guidelines for scanned documents

Use the following settings when scanning:

- Resolution of 300 DPI (dots per inch, also PPI or pixels per inch)
- **For black and white:** Scan to PDF or Tagged Image File Format with Group 4 compression (TIFF with G4 compression)
- **When color is essential, use:** Scan to PDF, JPG or PNG format, 8 bit (bpp or bits per pixel), with lossy data compression
- If scanning to TIFF, JPG, or PNG, convert to PDF before uploading
- Always apply optical character recognition (OCR)

General instructions to help ensure your case is filed without errors:

If you are requesting a specific Court within a County for case creation, the filing document should indicate which Court is requested. If the filing document does not have an indication, the filing will be processed in accordance with local rules for that case type within the specific County.

STATE OF INDIANA)	IN THE HAMILTON COUNTY COURTS
)SS:	
COUNTY OF HAMILTON)	CAUSE NO. 29D03

- Each filing must have a Filing Code, Document, and Related Party selected. The related party indicates the party filing the pleading. The related party shows in the case management system as the "filed by" party. Exhibits should be filed as attachments to the original filing code. [See example image.](#)
- Each filing must contain one lead document. If the lead document is too large, the document can be filed in sections using the attachment option. Document size should be limited to 25MB. An envelope cannot be larger than 35MB.
- If you are filing a document, such as a summons or letters, that requires updating by the Clerk, the filer must select the Proposed Notice filing code. The documents should be attached as lead documents. Do not attach proposed notice documents to other pleadings.
- Each pleading should be its own Filing Code with appropriate documents attached. For example, an appearance should be a separate filing code and not part of the initial petition filed.
- If you are filing a proposed order with a motion, the proposed order must be submitted using a separate filing code called "Proposed Order." The proposed order will be the lead document on that filing code. Do not attach a proposed order to other pleadings.

Your Notes or Questions:

E-FILE SERVICE PROVIDERS:

- ❖ Choose an e-filing service provider and register to e-file.
- ❖ Attend a training course on-line to learn the basics.

Indiana's [e-filing model](#) will provide the public with a choice from among several e-filing service providers.

Any company that wishes to become an e-filing service provider in Indiana must complete a certification process through the Indiana Supreme Court.

Service providers currently certified in Indiana are listed below. As additional service providers are certified, they will be listed here.

To start filing online click on the following link to [Indiana Courts](#) or use address <http://www.in.gov/judiciary/4274.htm>.

 <p>Start filing</p> <p>Online training is available to help filers and law firm administrators get started with e-filing.</p> <p>www.in.gov/judiciary/efile/tyler.html</p>	 <p>Start Filing</p> <p>Learn about the features offered (PDF) by GreenFiling and sign up for training.</p> <p>www.in.gov/judiciary/efile/green-filing.html</p>	 <p>Start filing</p> <p>Review Doxpop's training and self-help resources.</p> <p>www.in.gov/judiciary/efile/doxpop.html</p>
<p>One hour trainings offered four (4) times a month.</p>	<p>One hour trainings offered four (4) times a month.</p>	<p>Video Training: Doxpop produces a number of short instructional videos on a variety of topics related to Doxpop: court case access, electronic filing, land records access, online ticket payment, and user/account administration.</p>

You will be notified by email when certain events happen in your case, such as:

- ❖ **Stay Informed/Monitor Your Case**

- Your document was filed
- Opposing party e-filed a document
- Court issued an order

As your case proceeds, you will have online access to documents e-filed by the other parties in your case or documents issued by the court. You can return to any e-filing service provider if you need to file additional documents.

STILL NEED HELP? SCHEDULE AN APPOINTMENT BY CALLING 317.776.8428 EXT. #68428.