



Memo

To: Marion County Clerk's Office Staff; Marion County Circuit Court and Superior Court Staff; Marion County Prosecutor's Office; Marion County Public Defender Agency; Office of Corporation Counsel; Marion County Bar Association; Indianapolis Bar Association; Indiana State Bar Association

From: Myla A. Eldridge, Clerk of the Marion Circuit Court

Date: January 19, 2017

Re: Emailing Court Documents

On December 27, 2016, Marion County became one of the counties in the State that implemented mandatory e-filing for attorneys only in cases that have already been initiated with the court. As part of the e-filing implementation, Marion County implemented the e-Notification process. Since the implementation of e-filing, the Courts have noticed instances where attorneys have not received e-notification, a court document, or information pertinent to their case. Toward that end, staff from the Marion County Clerk's Office will begin to email court documents upon request to help resolve issues concerning document access for the next few months for parties and attorneys of record to a case to help alleviate inconveniences.

To email the Clerk's Office and the Courts, please draft an email to Marioncounty-efiling@indy.gov. In the subject of the email, please include the cause number and brief description of the problem. In the email message, please describe with specificity the problem experienced. We will do our best to answer each message as quickly as possible.