



# MARION COUNTY SMALL CLAIMS COURT

## Lawrence Township Division

KIMBERLY J. BACON  
Judge

4455 McCoy Street, Suite 200  
Lawrence, Indiana 46226  
Phone (317) 545-2369  
Fax (317) 545-1662


December 22, 2020

Due to the COVID-19 public health emergency and in accordance with the Indiana Supreme Court's November 10, 2020 order, the Resuming Operation Task Force guidance on managing court proceedings, the Indiana Supreme Courts December 4, 2020 letter to review court operations, the guidance on managing court proceeding, protocols for mitigating in-court exposure, and the Marion County Small Claims Court's COVID-19 Transition Plan for Expanding Operations, the Lawrence Township Small Claims Court will be in a remote operation procedure at least until December 31, 2020, and at that time the Court will reconsider its operation procedures accordingly.

The following is the Lawrence Township Small Claims Court COVID-19 Operation Plan:

1. Effective immediately, our courthouse has limited building access to Mondays, Wednesdays and Fridays from 10:00 am-3:00 pm.
2. Court Staff will maintain regular working hours 8:30 am-4:30 pm Monday-Friday on a limited in-office rotation schedule and remotely. Court Staff will not have direct personal contact with the public.
3. The public will have access to Court Staff during regular business hours by phone at 317-545-2369. We ask that the public to be patient due to possible high call volumes.
4. Documents/pleadings can be faxed filed to 317-545-1662, by mail or during business hours by leaving in drop box in a sealed envelope with cause # clearly identified with the Lawrence Township Small Claims Court at 4455 McCoy St., Ste. 200, Indianapolis, IN 46226. Any required filing fees must be submitted by money order or cashier's check. No personal checks or cash will be accepted. Documents can also be E-filed at [www.efile.incourts.gov](http://www.efile.incourts.gov) (attorneys are still required to comply with Trial Rule 86).
5. Court forms can be obtained from the Court's website at [www.lawtwp.org](http://www.lawtwp.org) and at [www.indy.gov/activity/find-small-claims-court-forms](http://www.indy.gov/activity/find-small-claims-court-forms).
6. Judgment payments can be submitted via mail by a money order, cashier's check or online at [www.lawtwp.org](http://www.lawtwp.org) (no cash will be accepted at this time).
7. All hearings are held via Zoom. Zoom Rooms will be available upon request to those who with limited technology access.
8. The last day of scheduled hearings for 2020 is December 17, 2020, however, the Court will be available for emergency hearings. We will resume hearings on January 4, 2021 via Zoom until further notice/order.

Thank you,

  
Kimberly J. Bacon, Judge  
Lawrence Township Small Claims Court