

Warren Township Small Claims Court

501 N. Post Rd., Ste. C
Indianapolis, IN 46219
O: 317-327-8919
F: 317-327-8922



December 11, 2020

Due to the COVID-19 Pandemic 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 Warren 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 Warren Township Small Claims Court COVID-19 Operation Plan:

1. Effective immediately, our courthouse has limited building access to Monday's, Wednesday's and Friday's from 10:00 am-3:00 pm. The building is closed to the public on Tuesday's and Thursday's.
2. The staff will maintain regular working hours 8:30 am-4:30 pm Monday-Friday, remotely. The staff will not have direct personal contact with the public.
3. The staff will accept documents, answer phones, etc. via e-file, fax and mail. Staff can be contacted at 317-327-8919. Documents can be faxed to 317-327-8922, delivered to the security desk during the times that the building is open or mailed to Warren Township Small Claims Court, 501 N. Post Road, Ste. C, Indianapolis, IN, 46219. Documents can also be Efiled at efile.incourts.gov.
4. Court forms can be obtained from website at www.warrentownshipindy.org, and also from www.indy.gov/activity/find-small-claims-court-forms.
5. The public will always have access to the staff during regular business hours via phone. We ask the public to be patient due to high call volumes.
6. All hearings are held via Zoom.
7. The last day of scheduled hearings for 2020 is December 17, 2020, but the Court will be available for emergency hearings. We will resume hearings on January 4, 2021.

Thank you,

/s/ Garland E. Graves

Judge Garland E. Graves
Warren Township Small Claims Court