

GENERAL FILING INSTRUCTIONS: VERIFIED MOTION FOR VIRTUAL OR TELEPHONIC APPEARANCE

Attached you will find the following forms:

- Appearance By Unrepresented Person
- Verified Motion For Virtual Or Telephonic Appearance
- Order Granting Motion for Virtual or Telephonic Appearance

Here's what to do next:

1. Check your county's local rules here: <https://www.in.gov/judiciary/2694.htm> to see if there are additional things you need to do.
2. Fill out and sign your forms.
3. Decide whether you will e-file your documents or bring paper copies to the courthouse. Learn more about how to e-file using the guide at: <https://www.in.gov/judiciary/4313.htm>.
4. **Nothing is final until the judge signs an order.** That means you **must show up to the scheduled hearing, unless the judge tells you that you can show up by dialing in on a telephone or through a virtual platform. You must go to the hearing unless the judge signs an Order saying you don't have to.**

Complete the following steps if you will file your paper documents at the courthouse.

5. Make three copies of each of these documents.
6. Prepare three stamped envelopes. One should be addressed to you and two should be addressed to the other party.
7. Take the original, signed forms and copies to the courthouse. *Bring the addressed, stamped envelopes with you.*
8. File your documents with the court clerk. The clerk will stamp your forms.
9. Get the stamped copies of the forms to the other parent and keep a copy for yourself.
10. **Nothing is final until the judge signs an order.** That means you **must show up to the scheduled hearing, unless the judge tells you that you can show up by dialing in on a telephone or through a virtual platform. You must go to the hearing unless the judge signs an Order saying you don't have to.**

STATE OF INDIANA IN THE _____ COURT
COUNTY OF _____ CAUSE NO. _____

IN RE THE MATTER OF: _____ FOR THE SECTION ABOVE THE DOTTED LINE, LOOK AT THE COURT PAPERS YOU HAVE IN THIS CASE AND COPY THE INFORMATION HERE

Petitioner

v.

Respondent

APPEARANCE BY UNREPRESENTED PERSON

1. My name is YOUR NAME and in this case I am not represented by a lawyer.
2. My contact information for receiving legal service of documents and case information as required by Court Rules is:

Address: YOUR ADDRESS

CHECK THIS BOX IF YOU WANT THE COURT TO CONTACT YOU ONLY BY EMAIL

Email address: YOUR EMAIL
 I will accept service at the above email address.

Phone: YOUR PHONE NUMBER

Fax: FAX NUMBER (IF YOU HAVE ONE)

OR, if in a related case, you have used the Attorney General confidential address, you may check the box below:

CHECK THIS BOX ONLY IF YOU USE THE ATTORNEY GENERAL CONFIDENTIAL ADDRESS

Attorney General confidential address

3. This is a CASE TYPE case type as defined in Administrative Rule 8(B)(3).

4. There are other cases related to this case: *(If yes, please indicate below)*

IF THERE ARE OTHER CASES RELATED TO THIS CASE, CHECK 'YES' AND COMPLETE THE SECTION BELOW. IF NOT, CHECK 'NO'.

{ Yes
 No

Caption and case number of related cases:

Caption: RELATED CASE INFORMATION Case No.: _____

Caption: _____ Case No.: _____

Caption: _____ Case No.: _____

Additional information as required by local rule:
OTHER INFORMATION REQUIRED BY LOCAL RULE

SIGN HERE

Signature

I hereby certify that I sent a copy of this document on **DATE YOU SEND TO OTHER PARTY** by _____

**SELECT HOW YOU
WILL GET THIS
DOCUMENT TO
THE OTHER
PARTY** }

- e-service using the e-filing system
- first-class U.S. mail, postage prepaid
- hand delivery

to **NAME OF THE OTHER PARTY** at the following address:

**ADDRESS AT WHICH YOU
WILL DELIVER THIS DOCUMENT
TO THE OTHER PARTY**

SIGN HERE

Signature

STATE OF INDIANA IN THE _____ COURT
COUNTY OF _____ CAUSE NO. _____

IN RE THE MATTER OF:

FOR THE SECTION ABOVE THE DOTTED LINE, LOOK AT THE COURT PAPERS YOU HAVE IN THIS CASE AND COPY THE INFORMATION HERE

Petitioner,

v.

Respondent.

VERIFIED MOTION FOR VIRTUAL OR TELEPHONIC APPEARANCE

Comes now YOUR NAME, self-represented, and hereby files a *Verified Motion For Virtual Or Telephonic Appearance*, and states as follows:

1. A hearing is scheduled in this matter for:

DATE HEARING IS SCHEDULED FOR at TIME HEARING IS SCHEDULED FOR AM OR PM

2. I respectfully ask the court to allow me to attend the hearing by

SELECT HOW YOU WOULD LIKE TO ATTEND THE HEARING

- Telephone
- Court approved online platform (e.g. Zoom, Webex, Google Classroom, etc.)

3. I make this request because:

TELL THE COURT WHY YOU NEED TO ATTEND THE HEARING EITHER BY PHONE OR BY AN ONLINE PLATFORM. MAKE SURE YOU WILL HAVE THE TECHNOLOGY AVAILABLE TO YOU TO ATTEND.

WHEREFORE, YOUR NAME requests that this Court allow them to appear by telephone or virtual platform for the hearing scheduled on DATE HEARING IS SCHEDULED FOR at TIME HEARING IS SCHEDULED FOR AM OR PM and for all other relief that is just and proper in the premises.

I affirm under penalties for perjury that the foregoing representations and statements are true.

SIGN HERE
Signature

DATE YOU SIGN
Date

I hereby certify that I sent a copy of this document on DATE YOU SEND TO OTHER PARTY by

SELECT HOW YOU WILL GET THIS DOCUMENT TO THE OTHER PARTY

- e-service using the e-filing system
- first-class U.S. mail, postage prepaid
- hand delivery

to NAME OF THE OTHER PARTY at the following address:

ADDRESS AT WHICH YOU WILL DELIVER THIS DOCUMENT TO THE OTHER PARTY

SIGN HERE
Signature

STATE OF INDIANA

IN THE _____ COURT

COUNTY OF _____

CAUSE NO. _____

Petitioner,

FOR THE SECTION ABOVE THE DOTTED LINE, LOOK AT THE COURT PAPERS YOU HAVE IN THIS CASE AND COPY THE INFORMATION HERE

v.

Respondent.

ORDER GRANTING MOTION FOR VIRTUAL OR TELEPHONIC APPEARANCE

Comes now, YOUR NAME, self-represented, having filed a *Verified Motion For Virtual Or Telephonic Appearance*, and the Court now finds that YOUR NAME should be allowed to appear for the hearing scheduled in this matter on DATE HEARING IS SCHEDULED FOR at TIME HEARING IS SCHEDULED FOR AM OR PM by:

Telephone by following these instructions:

LEAVE BLANK

By virtual platform by following these instructions:

LEAVE BLANK

So ORDERED _____.

LEAVE BLANK

Judicial Officer

Distribution:

YOUR NAME
YOUR ADDRESS

OTHER PARTY'S NAME
OTHER PARTY'S ADDRESS

