



HOW TO PREPARE TO FILE YOUR COURT FORMS

1. Decide How You Want to File

There are two options:

- Paper file at the court
- E-file using the online e-filing system

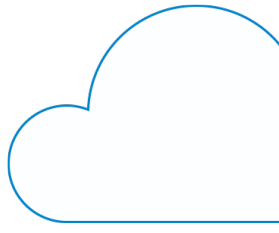
*Some courts will allow you to fax or mail in your forms. You can call your court to check.

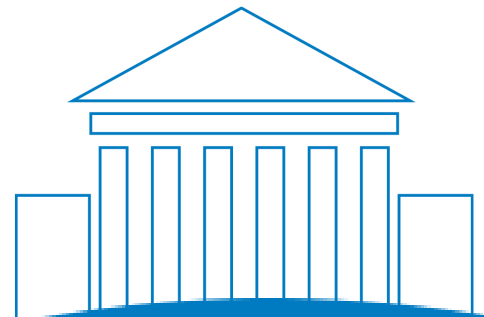
2. E-Filing vs. Paper Filing

Benefits of E-Filing

- No lines
- Convenient and Private
- May get email or paper notices
- Must make sure papers are served to person
- Filing Fee: Must have a debit or credit card

Benefits of Paper Filing

- Help if needed
 - Have to go to the courthouse
 - May get email or paper notices
 - You can get help with serving papers
 - Filing Fee: Can pay by credit, cash, or check
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3. Before You File

Review Your Forms

- Make sure what they say is true.
- Make sure they are signed.
- If they need to be notarized, sign them in front of a notary.



4. If You Decide to File in Person

Be Prepared

- Check your court's business hours and address-You may want to call the court directly
- Gather your completed forms, list of questions, and form of payment
- Take everything to the court and go to the clerk's office for filing

5. If You Decide to E-File

- Court documents in Indiana are filed into one filing system
- To get forms into that system, a person has to use an e-filing provider.
- Once you choose an e-filing provider, review their user manuals and tutorials

Follow the instructions and upload your completed forms.

Remember, forms must be scanned in or saved as .pdf documents.