

FORMS THE CLERK'S OFFICE HANDS OUT TO THE PUBLIC

\*SMALL CLAIMS FORM \*SMALL CLAIMS MANUAL \* PROTECTIVE ORDER FORMS  
\*COURT APPOINTED ATTORNEY FORMS

**FORMS THAT YOU CAN FIND ON THE GOVERNMENT WEBSITE**

GOVERNMENT WEBSITE: <http://www.in.gov/judiciary>

You will need to go to the Self-Service Legal Center or Court Forms for Attorneys Section

\*CHILD SUPPORT FORMS \*CONTEMPT FORMS \* CONTINUANCE FORMS \* DIVORCE FORMS  
\* FEE WAIVER FORMS \* NAME CHANGE FORMS  
\*SAMPLE FORMS FOR EXPUNGEMENT AND LIMITED ACCESS TO CRIMINAL HISTORY  
\* CRIMINAL APPEARANCE \*DISMISSALS

**PROTECTIVE ORDER FORMS FOUND ON THE GOVERNMENT WEBSITE**

WEBSITE: <http://www.in.gov/judiciary/center/2645.htm>

Form PO-0100 (For Adults)      Form PO-0101 (For Children)      Form PO-0104(Confidential Form)

You can go to the public library to access the forms if you do not have the internet or you can use the public terminal in the clerk's office. The library charges \$0.10 for copies. The clerk's office charges \$1.00 per page.

**WHAT YOU NEED WHEN FILING YOUR FORMS**

- You will need the original and copies for all parties in the case for the motion/petition being filed
- You will need the original and copies for all parties for the order that is being submitted
- The Clerk's office will stamp the motion/petition forms with a filing date and give you back a copy/copies
- Mail one stamped copy of each form that you filed to the other party's attorney, or the other party if he or she is not represented by an attorney.
- Leave self-addressed stamped envelopes for all parties so clerk's office can distribute order to all parties
- Cash or money order for filing fees are accepted only

**THE COURT, INCLUDING THE JUDGE, THE CLERK, AND ALL COURT STAFF, MUST REMAIN IMPARTIAL. THEY DO NOT TAKE SIDES IN ANY MATTER COMING BEFORE THE COURT. THEY WILL GIVE THE SAME SORTS OF INFORMATION TO PERSONS ON BOTH SIDES OF A CASE.**

**CAN PROVIDE**

We can provide you with a telephone number of a local lawyer referral service.

We can provide you information from your case file.

We can provide a copy of the small claims manual and court forms that are available on how to complete them

We can review your papers for completeness by checking for signatures, notarization, correct county name, and correct case number

**Filing Fees**

Ask clerk's office for fees

**CANNOT PROVIDE**

We cannot provide legal advice or legal interpretations. Only a lawyer can give you legal advice.

We cannot advise you whether or not you should bring your case to court or give you an opinion about what will happen if you bring your case to court.

We cannot advise you what to say in court.

We cannot let you speak to the judge about any pending case or talk to the judge for you about what will happen in your case.

We cannot fill out a form for you or tell you what words to use in your court papers.

We cannot sign an order or change an order signed by the judge.

**REMEMBER:** The court and court staff do not know the answers to all questions about court rules, procedures and practices. They have been instructed not to answer questions if they do not know the correct answer. Information you provide to court staff is not confidential.

