

STATE OF INDIANA ) IN THE ST JOSEPH SUPERIOR COURT  
ST JOSEPH COUNTY ) CAUSE NO.: 71D0\_\_\_\_\_

\_\_\_\_\_, )  
Plaintiff, )  
 )  
vs. )  
 )  
\_\_\_\_\_, )  
Defendant. )

### ORDER GRANTING REQUEST TO APPEAR TELEPHONICALLY

The Court reviewed the party's request to appear telephonically and grants the request. This Order is directed to the requester but is also being delivered to the party that did not make the request:

- (1) **Phone Number:** At the time of the hearing/trial, you must call the Small Claims Administrative Assistant at **574-245-6796**.
- (2) **Exhibits and Documents Filed with the Court:** You must mail, email, fax, or e-file any exhibits or documents you intend to use to the following:

Small Claims Clerk  
112 S. Lafayette, South Bend, IN 46601;  
Fax: 574-235-9690  
Email: stjoesc@sjcindiana.com

The Court must receive the documents at least (2) days before the trial. You must include your name, phone number, email address, and cause number on the documents you file.

- (3) **Sending Exhibits and Documents to the Other Side:** At the same time you file your exhibits or documents with the Court, you must send a copy of what you filed to the other party. You must file a Certificate of Service that indicates how you sent the documents to the other party. The Certificate of Service looks like this:

**Certificate of Service**

I certify that I sent a copy of my exhibits/documents by first class mail or email to the other party.  
I mailed a copy or emailed a copy to the following address:

\_\_\_\_\_ on the

following date: \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_

- (4) **Witnesses:** If you have witnesses, they must be with you at the time of the hearing/trial if you want them to testify. **They must not record the hearing/trial.**
- (5) **Continuances:** If the other party presents documents or exhibits in court on the day of the hearing, and you wish to see them, the Court may continue the case so that you can review what has been filed. The parties are encouraged to exchange exhibits ahead of time to prevent continuances.
- (6) **Failure to Call:** If you fail to call the Small Claims Administrative Assistant, or you appear or call late, this mater may go forward without your participation. This could result in a default judgment, eviction, garnishment, dismissal, or other adverse action being taken against you.
- (7) **Recording:** You may not record the hearing/trial. You must not allow witnesses or anyone else to record the hearing/trial.

**Rule 2.17 of the Indiana Code of Judicial Conduct does not allow the recording of court proceedings. Accordingly, everyone who in any way participates in, sees, or hears the Court's proceedings is now ORDERED that they will not participate in, or record the proceedings in any manner. Violations of this Rule shall be punishable by Contempt of Court, which could result in jail time.**

Ordered on: \_\_\_\_\_

\_\_\_\_\_  
Magistrate, St. Joseph Superior Court

**Distribution**

Parties of record via email address or mailing address in Odyssey