

CIRCUIT AND SUPERIOR COURTS OF MARION COUNTY, INDIANA

SECURITY SCREENING POLICY FOR ATTORNEYS

I. Introduction

Pursuant to the executive orders, this Security Screening Policy for Attorneys has been approved and adopted by the Marion County Circuit Court and the Marion Superior Court.

The privilege of attorney identification cards is extended to members of the Bar as officers of the Court. An authorized attorney identification card, approved by the Court, may be presented to a court security officer at a security screening station, permitting the attorney to enter a secured area without having his or her person or articles automatically subjected to a search.

II. Conditions

The approval and issuance of an Attorney Identification Card (“I.D. Card”), is a privilege extended by order of the Circuit and Superior Courts. All attorneys granted this privilege accept the privilege subject to all terms and conditions set forth by the court. These conditions include, but are not limited to, an Agreement by the attorney that he or she will not bring firearms, knives, or any other prohibited weapons or contraband into the courthouse building at the Community Justice Center; that the I.D. Card is issued for the exclusive personal use of the authorized attorney and is not to be loaned out to other persons; and that the I.D. Card will be used in accordance with the Rules of Professional Responsibility and the attorney’s responsibilities as an officer of the court. An I.D. Card may be revoked at any time at the sole discretion of the Court Administrator pursuant to the directives of the Circuit or Superior Courts. Misuse of an I.D. Card is grounds for immediate revocation. Cards shall be used only when an attorney is ACTIVE and in good standing on the Indiana Supreme Court’s Roll of Attorneys.

III. Application Process and Issuance of Card

Applications for I.D. Card will be processed and completed online at:

<https://secure.in.gov/attorneycards/>

The application process utilizes a secure link to the Indiana Supreme Court’s Roll of Attorneys website to verify and confirm that the attorney is still in good standing on the date of order prior to releasing the card for printing and mailing to the applicant.

Cards will be mailed to the attorney address on record on the Indiana Roll of Attorneys. All attorneys are required to ensure that they have a valid email address

and proper mailing address for the cards to be processed and sent.

Any attorney in possession of an old I.D. Card issued by the Marion Superior Court, is responsible for destroying the old card after receipt of the new I.D. Card.

The fee of Eighty-Five Dollars (**\$85.00**) is due at the completion of the online application submission and can be paid via electronic check (ACH) or credit card. This fee is **non-refundable**. In the event an attorney's status on the Indiana Roll of Attorneys changes prior to pick up and he or she is no longer eligible for an I.D. Card, the fee shall not be refunded.

The Office of the Court Administrator, Marion Superior Court must be notified immediately if there is a change in status of the attorney applicant, such as resignation, suspension or disbarment from the practice of law, retirement, or if the card is lost or stolen. A replacement card may be purchased for \$85.00 at the first occurrence.

The new I.D. Card will be issued for the time frame effective from January 1, 2025 until January 31, 2028, and shall be renewable.

The Court Administrator's Office shall be the repository of all applications and shall maintain the list of all attorneys who have been issued an I.D. Card.

If you have questions –

- Regarding the online application, please call (317) 233-2114 or email customerservice@www.in.gov

- About the attorney id cards or the application process, contact the Court Administrator's office
 - by sending an email to MSC-CTADMIN-AttorneyID@indy.gov,
 - take a survey at <https://www.surveymonkey.com/r/2RHMY28>, or
 - contact the Indianapolis Bar Association at (317) 269-2000.

Note: The Card will be mailed to the attorney address on record on the Indiana Roll of Attorneys. It usually takes 7 to 10 business days for the mailing to reach you. Heavy mail handling days such as holidays, elections etc. may extend the delivery time of the badge which is out of our control.

Step-By-Step Instructions for Obtaining an Attorney ID Card

1. Visit <https://secure.in.gov/attorneycards/> to complete the online application.
2. You will be prompted to enter an electronic signature and by doing so you will be acknowledging you have read and agree to the terms and policy statement.
3. You will enter in your Bar ID to be validated against the State Roll of Attorneys. If your status is noted as being **ACTIVE** and in good standing, you will proceed to the next step.
4. You will be prompted to upload a photo for the ID card. The parameters for the photo are as follows:
 - Photo must be in JPEG (.JPG) Format.
 - Photo must be taken at shoulder height and above.
 - Nothing may obstruct the view of the face or head: no hoods, hats, sunglasses, masks, etc.
 - Background needs to be neutral color/setting, no neon, black, multi-colored or patterned backgrounds.
 - Photo may only contain the image of the requesting attorney; no other person, pet, animal, or object may be in the photo.
 - Image may not be larger than 1MB.
5. Once the photo has been uploaded, you will be taken to the checkout page where you will pay for the Attorney ID Card via electronic check or credit card in the amount of \$85.00.
6. You will receive a receipt with the instructions and the mailing address that the new card will be mailed out to. Please remember to check that the mailing address is accurate.