

**MARSHALL COUNTY LOCAL COURT RULES
INDEX**

LR50-TR05-MLR-01	Pleadings	1
LR50-TR03.1-MLR-02	Appearances	2
LR50-TR07-MLR-03	Motions	3
LR50-TR16-MLR-04	Pre-Trial Conferences	4
LR50-TR26-MLR-05	Discovery	5
LR50-TR52-MLR-06	Special Findings of Fact	6
LR50-TR53.5-MLR-07	Continuances	7
LR50-TR54-MLR-08	Payment of Costs	8
LR50-TR79-MLR-009	Special Judge	9
LR50-TR81 & AR1(E)-MLR-010	Local Caseload Allocation Plan	10
LR50-TR81-MLR-011	Notice	11
LR50-CR00-MLR-012	Bond Schedule	12
LR50-CR02.1-MLR-013	Appearances in Criminal Cases	13
LR50-CR2.2-MLR-014	Criminal Case Assignment	14
LR50-JR01-MLR-015	Jury Trial Procedures	15
LR50-AR15-MLR-016	Court Reporters	16
LR50-AR00-MLR-017	Court Sessions	19
LR50-AR00-MLR-018	Compliance with Rules	19
LR50-AR00-MLR-019	Rules of Civility	20
LR50-FL00-MLR-020	Parenting Time Guidelines	23
LR50-FL00-MLR-021	Contested Dissolutions and Final Hearings	23
LR50-AR00-MLR-22	Court Alcohol and Drug Program Fees	23

LR50-TR05-MLR-01
Pleadings

(A) FILINGS

All causes – civil, criminal, probate, or small claims – may be commenced by personal filing of original pleadings or filing by mail of original pleadings in the office of the Clerk. All other pleadings will be accepted and filed as of the date of receipt; provided, however, that any filing made by registered or certified mail, shall be complete upon mailing. Electronic facsimile transmission (“FAX”) are not permitted.

(B) DISTRIBUTION AND SERVICE

No pleadings, order or notices, other than those originated by the Court, will be returned or distributed to attorneys by mail unless the Court is provided with stamped, self-addressed return envelopes. Pursuant to Indiana Rules of Procedure the Courts of Marshall County hereby designate the mailboxes in each of the Courts as suitable places for service upon local attorneys.

LR50-TR03.1-MLR-02

Appearances

(A) ENTRY OF APPEARANCE

- (1) Every pleading filed shall clearly identify the name, address and telephone number of the attorney filing the pleading. Any attorney for a party shall first file his formal written Appearance in accordance with the Trial Rules.
- (2) Any pleading not signed by at least one attorney appearing of record as required by the Indiana Rules of Procedure shall not be accepted for filing, or, if inadvertently accepted for filing, shall, upon discovery of the omission, be struck from the record.
- (3) Neither typewritten signatures nor facsimile signatures shall be accepted on original documents. Facsimile signatures are permitted on copies.
- (4) The appearance of any attorney in a domestic relations case shall be assumed as automatically withdrawn at the conclusion of the proceeding for which the appearance was entered.
- (5) All pleadings shall be submitted on 8½ x 11 paper.
- (6) All documents or orders requiring a Judge's signature must be submitted with an original and one copy for the Court, plus one copy for each attorney or pro-se party, for distribution.

(B) WITHDRAWAL OF APPEARANCE

- (1) Counsel desiring to withdraw Appearance in any cause other than criminal shall file a petition requesting leave to do so. A proposed order shall be submitted along with said petition. All withdrawals of Appearance shall comply fully with the Rules of Professional Conduct.
- (2) No withdrawal of Appearance shall be granted where the withdrawal would deprive the Court of its jurisdiction over the party.
- (3) A withdrawal of Appearance when accompanied by the Appearance of other counsel shall constitute compliance with the requirements of Paragraph (B)(1) of this rule.

LR50-TR07-MLR-03

Motions

(A) The time of hearing motions shall be fixed by the Court. Dates of hearing shall not be specified in the notice hearing of the motion unless prior authorization shall be obtained from the Judge or Court Reporter. Any party may request oral argument upon a motion, but granting of oral argument is discretionary with the Court.

(B) Dispositive motions, such as motions to dismiss, for judgment on the pleadings, and for summary judgment shall be accompanied by a brief or memorandum and proof of service upon opposing counsel of record. Failure to file opposing briefs or memorandum within time limits established by T.R. 56 or by the Court shall subject a dispositive motion to summary ruling by the Court unless, upon motion of a party or the Court, the matter is set for hearing.

(C) Extensions of time for filing briefs or memorandum shall be granted only by order of the Court. All requests for extensions of time for filing briefs or memoranda, whether written or oral, shall be accompanied by a proposed order.

(D) Motions for more definite statement and to strike shall be accompanied by brief or memorandum. The Court, in its discretion, may direct the filing of an answer, brief or memorandum. Such motions shall be decided by the Court without oral argument unless the court otherwise directs.

LR50-TR16-MLR-04
Pre-trial Conferences

(A) In all cases, a pre-trial conference will be scheduled upon the request of any party or at the Courts discretion. Counsel for the parties must personally appear for all pre-trial conferences unless specific permission is given by the Court for them to participate telephonically.

LR50-TR26-MLR-05

Discovery

**(A) INTERROGATORIES AND REQUESTS FOR ADMISSION:
FORM AND LIMITATION OF NUMBER**

- (1) No party shall engage in excessive use of interrogatories, motions for production, or requests for admissions
- (2) Answers or objections to interrogatories or requests for admissions shall set forth in full the interrogatory or request for admission being answered or objected to immediately preceding the answer or objection. Objections shall be accompanied by citation of legal authority, if any.
- (3) No mimeographed or otherwise duplicated forms shall be filed or served upon a party unless each interrogatory and request for admission on such form is consecutively numbered and applicable to the case in which the same are filed and served. The intent and purpose of this rule is to prohibit the filing of mimeographed or otherwise duplicated forms of “stock” interrogatories and requests for admission except where the nature of the case or the number of parties makes the use of such forms necessary and feasible.
- (4) No party shall serve on any other party more than 30 interrogatories or requests for admission other than requests relating to the authenticity or genuineness of documents in the aggregate, including subparagraphs, without leave of Court. Subparagraphs shall relate directly to the subject matter of the interrogatory or request for admission. Any party desiring to serve additional interrogatories or requests for admissions shall file a written motion setting forth the proposed additional interrogatories or requests for admissions and the reasons establishing good cause for their use.
- (5) No interrogatories, requests for admissions, or production in small claims matters shall be permitted unless by authorization from the Court upon petition requesting same and the reasons therefore filed not later than 10 days after service of the complaint on the Defendant.
- (6) Parties are required to supplement discovery responses in a timely manner. In the event a party fails to supplement a discovery response, the additional evidence will be excluded.

LR50-TR52-MLR-06
Special Findings of Fact

(A) Counsel shall submit proposed special findings of facts and conclusions of law in all cases where the Court is required to make special findings. The proposed findings shall contain all the facts which counsel claims to have been proved and the conclusions of law thereon. Such form of special findings shall be submitted to the Court within the time directed by the Court.

LR50-TR53.5-MLR-07

Continuances

(A) A motion for continuance, unless made during the hearing of cause, shall be for cause, in writing, with a copy thereof first served upon opposing counsel. No motion for continuance will be granted unless the moving party has ascertained from opposing counsel whether or not the opposition objects to the continuance. If counsel for the opposition does not object and the moving party so notifies the Court, the motion for continuance probably will be granted. If counsel for the opposition objects and the moving party so notifies the Court, the motion for continuance may be granted anyway. If, however, the moving party does not contact counsel for the opposition's position on the motion for continuance will probably be overruled.

(B) A motion for continuance must be filed as soon after the cause for continuance is discovered by the moving party and not later than 10 days before trial, unless the reason thereafter is shown by affidavit to have occurred within said 10 day period.

(C) Continuances of small claims will be granted only at the discretion of the Court and, in no event, less than 3 days prior to trial, unless all parties and the Court concur to the continuance or unless shown by affidavit filed with the Court at least 1 day prior to trial that it is physically impossible to attend trial due to illness or injury. A physician's statement must accompany the affidavit.

(D) All delays and continuances shall be at the cost of the party causing same, except where it is otherwise provided by law.

(E) All motions for continuance must be accompanied by an order, providing appropriate blanks for the Court to reset and comply with Local Rules.

LR50-TR54-MLR-08

Payment of Costs

(A) No cause shall be dismissed or reopened, nor any dissolution of marriage or adoption granted, nor any estate closed, nor any other matter terminated or transferred, without proof that the costs of the action have been paid, unless specifically otherwise ordered by the Court.

LR50-TR79-MLR-009

Selection of a Special Judge Pursuant to Trial Rule 79(H)

Section 1- Cases involving a change of judge

In the absence of an agreement as to a particular special judge [TR 79(D)], or an agreement to have the regular sitting judge appoint a special judge [TR 79(E)], the regular sitting judge shall name a panel pursuant to TR 79(F) consisting, whenever possible, of other Marshall County judges or full-time judicial officers, or senior judges assigned to the court. If a sufficient number of Marshall County judges or full-time judicial officers, or senior judges assigned to the court do not exist, then a panel shall be named including:

1. the available Marshall County judges or full-time judicial officers, or senior judges assigned to the court, and
2. judges or full-time judicial officers from courts within the administrative district as set forth in Administrative Rule 3, and
3. judges or full-time judicial officers from contiguous counties outside of the administrative district who have agreed to serve as a special judge in the court where the case is pending.

If none of the above methods produce a special judge, the clerk of the court shall select a special judge (on a rotating basis) from an alphabetical list of judges or full-time judicial officers eligible under Trial Rule 79(J) serving in the administrative district.

In cases in which no judge or full-time judicial officer is eligible to serve as special judge or the particular circumstance of a case warrants selection of a special judge by the Indiana Supreme Court, the regular sitting judge may certify the case to the Supreme Court for appointment of a special judge.

Section 2- Cases involving recusal or disqualification of a judge

In the absence of an agreement as to a particular special judge [TR 79(D)], or an agreement to have the regular sitting judge appoint a special judge [TR 79(E)], the clerk of the court shall select a special judge (on a rotating basis) from an alphabetical list of judges or full-time judicial officers from within the administrative district eligible under Trial Rule 79(J), or judges or full-time judicial officers from contiguous counties outside the administrative district who have agreed to serve as a special judge in the court where the case is pending in the administrative district.

In cases in which no judge or full-time judicial officer is eligible to serve as special judge or the particular circumstance of a case warrants selection of a special judge by the Indiana Supreme Court, the regular sitting judge may certify the case to the Supreme Court for appointment of a special judge.

(Amended effective July 1, 2011)

LR50 – TR81 & AR1 (E) – MLR-010

Local Caseload Allocation Plan

In order to meet the statistical requirements mandated by the Indiana Supreme Court, except as noted below in the paragraph entitled “Exception”, original case filings shall be made in the following Courts as follows effective July 1, 2009:

Marshall Circuit Court

All JC, JD, JS, JP, JM, JT, PL, MF, RS, MH, GU, TR case types

Marshall Superior Court #1

All Capital Murder, Murder, FA, FB, FC, non-traffic related FD case types

Marshall Superior Court #2

All CM, IF, OV, SC, traffic related FD case types

Exception: If a person is on probation or has a criminal case pending in Marshall Superior Court #2, any new criminal case filing against that person regardless of its classification shall be filed in Marshall Superior Court #2.

In addition:

The following shall be filed in either the Marshall Circuit Court or Marshall Superior Court #1:

All DR, AD, AH, ES, EU and PO case types

The following shall be filed in either the Marshall Circuit Court or Marshall Superior Court #2:

All CT and CC case types with the CC cases alternated between these courts by the Clerk of the Court when filed

PC, MI and MC filings shall be made in the most appropriate Court for the matter that needs to be addressed.

Transfers shall be permitted between Courts with the approval of the participating judges.

Judicial officers shall be authorized to act and conduct trials and hearings of all types in any of the courts of Marshall County in the event the presiding judge is unavailable or requests assistance.

Upon approval by the Supreme Court, this rule shall remain in effect until further order.

LR50-TR81-MLR-011

Notice

- (A) Copies of the foregoing rules shall be certified to the Indiana Supreme Court and the Court of Appeals pursuant to Indiana Rules of Procedure, T.R. 81. Copies of these rules shall be posted in the Clerk's Office and on the bulletin board in each of the respective Courts.

LR50-CR00-MLR-012

Bond Schedule

- (A) A bond schedule for all criminal cases coming within the jurisdiction of the Courts of Marshall County shall be established by Joint Order of the Marshall Circuit Court, Marshall Superior Court #1 and Marshall Superior Court #2 and recorded in the Order books for each Court. A Joint Order entered shall continue in full force and effect until modified pursuant to a subsequent Joint Order.

LR50-CR02.1-MLR-013
Appearances in Criminal Cases

- (A) Counsel shall file a written Appearance immediately upon being retained in a criminal matter and serve a copy thereof to the Prosecuting Attorney.
- (B) Counsel desiring to withdraw their Appearance in a criminal matter shall file a Petition requesting leave to do so. The Petition shall set forth satisfactory evidence that written notice of the Petition was served to the client at least ten (10) days prior to the filing of the Petition with the Court.

LR50-CR2.2-MLR-014

Criminal Case Assignment

(A) TRANSFER

A judge of the Marshall Circuit Court, Marshall Superior Court No. 1 or Marshall Superior Court No. 2 may, by appropriate order entered in its record of judgments and orders, transfer and reassign a case or cases to either of the other courts of record in Marshall County with jurisdiction to hear the charged offense, subject to acceptance by the judge of the receiving court.

(B) REILING AND SUBSEQUENT FILINGS

When the State of Indiana dismisses a case and chooses to refile the case, the case shall be assigned to the court from which the dismissal was taken.

In the event charges have been filed against a criminal defendant and subsequent charges of a Class C Felony or greater are filed in the Marshall Superior Court No. 1, those charges pending in Marshall Superior Court No. 2 or the Marshall Circuit Court of a lesser degree shall be reassigned to the Marshall Superior Court No. 1.

(C) REASSIGNMENT

In the event a change of judge is granted or it becomes necessary to assign another judge in any felony or misdemeanor proceeding the case shall be returned to the Clerk of the Court for assignment to one of the other courts in Marshall County on an alternating basis contingent upon approval by the judge of the court next in line for assignment. In the event the judge next in line for assignment of a case declines assignment the remaining court shall be subject to assignment of the case unless the presiding judge also declines assignment.

In the event a change of judge is granted or it becomes necessary to assign the case to another judge and the other judges in Marshall County decline assignment of that case, the case shall then be assigned on an alternating basis to one of the senior judges certified to the courts of Marshall County.

(D) APPOINTMENT OF SPECIAL JUDGE

In the event no judge is available for assignment or reassignment of a felony or misdemeanor case, such case shall be certified to the Indiana Supreme Court for the appointment of a special judge. In the event the judge presiding in the felony or misdemeanor case concludes that the unique circumstances presented in such proceeding require appointment by the Indiana Supreme Court of a special judge, this presiding judge may request the Indiana Supreme Court for such appointment.

LR50-JR01-MLR-015
Jury Trial Procedures

(A) JURY INSTRUCTIONS

A schedule for the submission of proposed preliminary instructions, proposed final instructions and motions in limine shall be incorporated into the Court's Order scheduling trial.

(B) OBJECTIONS/MULTIPLE COUNSEL

During trial where a party is represented by more than one attorney, only one attorney may make objections and examine or cross-examine a witness. This designation may be changed as each witness is called to testify and at each stage of the trial.

(C) CUSTODY AND DISPOSITION OF MODELS AND EXHIBITS

(1) Any material marked as an exhibit, whether or not admitted into evidence, shall be held in the custody of the Court Reporter unless otherwise ordered by the Court.

(2) Any material placed in the custody of the Court Reporter shall be removed by the offering party, except as otherwise ordered by the Court, within four (4) months after the final disposition of the case. At the time of removal, the party shall give a detailed receipt to the Court Reporter which shall be filed in the cause.

(3) If a party fails to comply with paragraph (b), the Court may order the destruction of or other disposition of the material.

LR50-AR15-MLR-016
Court Reporters

SECTION ONE, DEFINITIONS.

The following definitions shall apply under this local rule:

(1) *A Court Reporter* is a person who is specifically designated by a Court to perform the official court reporting services for the court including preparing a transcript of the record.

(2) *Equipment* means all physical items owned by the court or other governmental entity and used by a court reporter in performing court reporting services. Equipment shall include, but is not limited to, telephones, computer hardware, software programs, disks, tapes and any other device used for recording, storing and transcribing electronic data.

(3) *Work space* means that portion of the court's facilities dedicated to each court reporter, including but not limited to actual space in the courtroom and any designated office space.

(4) *Page* means the page unit of transcript which results when a recording is transcribed in the form required by Indiana Rule of Appellate Procedure 7.2.

(5) *Recording* means the electronic, mechanical, and stenographic or other recording made as required by Indiana Rule of Trial Procedure 74.

(6) *Regular hours worked* means those hours which the court is regularly scheduled to work during any given work week. Depending on the particular court, these hours may vary from court to court within the county but remain the same for each work week.

(7) *Gap hours worked* means those hours worked that are in excess of the regular hours worked but which are not in excess of forty (40) hours per work week.

(8) *Overtime hours worked* means those hours worked in excess of forty (40) hours per work week.

(9) *Work week* means a seven (7) consecutive day week that consistently begins and ends on the same days throughout the year; i.e. Sunday through Saturday, Wednesday through Tuesday, Friday through Thursday.

(10) *Court* means the particular court for which the court reporter performs services. Court may also mean all of the courts in Marshall County.

(11) *County indigent transcript* means a transcript that is paid for from county funds and is for the use on behalf of a litigant who has been declared indigent by a court.

(12) *State indigent transcript* means a transcript that is paid for from state funds and is for the use on behalf of a litigant who has been declared indigent by a court.

(13) *Private transcript* means a transcript, including but not limited to a deposition transcript, that is paid for by a private party.

SECTION TWO, SALARIES AND PER PAGE FEES.

(1) Court Reporters shall be paid an annual salary for time spent working under the control, direction and direct supervision of their supervising court during any regular work hours, gap hours or overtime hours. The supervision court shall enter into a written agreement with the court reporters which outlines the manner in which the court reporter is to be compensated for gap and overtime hours; i.e. monetary compensation or compensatory time off regular work hours.

(2) All transcripts shall be prepared outside of regular work hours.

(3) The maximum per page fee a court reporter may charge for the preparation of a county indigent transcript is Three Dollars and Fifty Cents (\$3.50) except as follows:

(a) If the transcript is requested to be prepared within twenty-four (24) hours, then the maximum per page fee is Five Dollars and Fifty Cents (\$5.50).

(b) If the transcript is requested to be prepared within seventy-two (72) hours, then the maximum per page fee is Four Dollars (\$4.50).

The court reporter shall submit a claim directly to the county for the preparation of any county indigent transcripts.

(4) The maximum per page fee a court reporter may charge for the preparation of a state indigent transcript is Three Dollars (\$3.50) except as follows:

(a) If the transcript is requested to be prepared within twenty-four (24) hours, then the maximum per page fee is Five Dollars and Fifty Cents (\$5.50).

(b) If the transcript is requested to be prepared within seventy-two (72) hours, then the maximum per page fee is Four Dollars and Fifty Cents (\$4.50).

(5) The Maximum per page fee a court reporter may charge for the preparation of a private transcript is Three Dollars and Fifty Cents (\$3.50) except as follows:

(a) If the transcript is requested to be prepared within twenty-four (24) hours, then the maximum per page fee is Five Dollars and Fifty Cents (\$5.50).

(b) If the transcript is requested to be prepared within seventy-two (72) hours, then the maximum per page fee is Four Dollars and Fifty Cents (\$4.50).

(6) Each court reporter shall report, at least on an annual basis, all transcript fees received for the preparation of either county indigent, state indigent or private transcripts to the Indiana Supreme Court Division of State Court Administration. The reporting shall be made on forms prescribed by the Division of State Court Administration.

(7) Minimum transcript fee shall be Thirty-five Dollars (\$35.00).

SECTION THREE, PRIVATE PRACTICE.

(1) If a court reporter elects to engage in private practice through recording of a deposition or preparing of a deposition transcript, and the court reporter desires to utilize the court's equipment, work space and supplies, and the court agrees to the use of the court equipment for such purposes, the court and the court reporter shall enter into a written agreement which must, at a minimum, designate the following:

- (a) The reasonable market rate for the use of equipment, work space and supplies;
- (b) The method by which records are to be kept for the use of equipment, work space and supplies; and
- (c) The method by which the court reporter is to reimburse the court for the use of the equipment, work space and supplies.

(2) If a court reporter elects to engage in private practice through the recording of a deposition or preparing of a deposition transcript, all such private practice work shall be conducted outside of regular work hours.

SECTION FOUR, REIMBURSEMENT FOR USE OF EQUIPMENT.

The court reporter shall reimburse the county for the use of county owned equipment, work space and supplies for the preparation of all transcripts, regardless of the reason for the transcript, at a rate set by the courts on an annual basis.

LR50-AR00-MLR-017

Court Sessions

The Courts shall convene promptly at 8:00 a.m., recess at 12:00 noon, reconvene at 1:00 p.m. and adjourn at 4:00 p.m. Monday through Friday unless it is a legal holiday or as may be otherwise ordered by the Court.

LR50-AR00-MLR-018

Compliance with Rules

All counsel and/or parties having matters before the Marshall Circuit Court, Marshall Superior Court #1 and Marshall Superior Court #2 are presumed to have knowledge of the Courts' rules and are expected to comply accordingly.

LR50-AR00-MLR-019
Rules of Civility

(A) CIVILITY

The following standards are designed to encourage lawyers to meet obligations to each other, to litigants and to the system of justice, and thereby achieve the twin goals of civility and professionalism, both of which are hallmarks of a learned profession dedicated to public service. All professionals are to make a firm commitment to these standards. Voluntary adherence is expected as part of a commitment by all participants to improve the administration of justice. These standards shall not be used as a basis for litigation or for sanctions or penalties. Nothing in these standards supersedes or detracts from existing disciplinary codes or alters existing standards of conduct against which lawyer negligence may be determined.

Lawyers will practice with a continuing awareness that their role is to advance the legitimate interests of their clients. In dealings with others lawyers will not reflect the ill feelings of their clients. They will treat all other counsel, parties, and witnesses in a civil and courteous manner, not only in court, but also in all other written and oral communications.

Lawyers will not, even when called upon by a client to do so, abuse or indulge in offensive conduct directed to other counsel, parties, or witnesses. Lawyers will abstain from disparaging personal remarks or acrimony toward other counsel, parties, or witnesses and treat adverse witnesses and parties with fair consideration.

Lawyers will not encourage or knowingly authorize any person under their control to engage in conduct that would be improper if the lawyer were to engage in such conduct. They will not, absent good cause, attribute bad motives or improper conduct to other counsel or bring the profession into disrepute by unfounded accusations of impropriety and lawyers will not seek court sanctions without first conducting a reasonable investigation and unless fully justified by the circumstances and necessary to protect their client's lawful interests.

Lawyers will not ascribe a position to another counsel that counsel has not taken or otherwise seek to create an unjustified inference based on counsel's statements or conduct.

Lawyers will adhere to all express promises and to agreements with other counsel, whether oral or in writing, and will adhere in good faith to all agreements implied by the circumstances or local customs. When an oral understanding is reached on a proposed agreement or a stipulation and it is to be reduced to writing, the drafter will endeavor in good faith to state the oral understanding accurately and completely. The drafter will provide the opportunity for review of the writing to other counsel. As drafts are exchanged between or among counsel, changes from prior drafts will be identified in the draft or otherwise explicitly brought to the attention of other counsel.

Lawyers will not include in a draft matters to which there has been no agreement without explicitly advising other counsel in writing of the addition.

Lawyers will endeavor to confer early with other counsel to assess settlement possibilities and will not falsely hold out the possibility of settlement as a means to adjourn discovery or to delay trial.

Lawyers are to stipulate to relevant matters if they are undisputed or if no good faith advocacy basis exists for not stipulating in civil actions. Lawyers shall not use any form of discovery or discovery scheduling as a means of harassment. And, they shall make good faith efforts to resolve by agreement, objections to matters contained in pleadings and discovery requests and objections.

Lawyers will not time the filing or services of motions or pleadings in any way that unfairly limits another party's opportunity to respond and they will not request an extension of time solely for the purpose of unjustified delay or to obtain a tactical advantage. They will endeavor to accommodate previously scheduled dates for hearings, depositions, meetings, conferences, vacations, seminars, or other functions that produce good faith calendar conflicts on the part of other counsel. If a lawyer has been given an accommodation because of a calendar conflict, the lawyer will notify those who have been accommodating when and if the conflict has been removed.

Lawyers will notify other counsel and, if appropriate, the court or other persons, at the earliest possible time when hearings, depositions, meetings, or conferences are in conflict and need to be rescheduled.

Lawyers shall agree to reasonable requests for extension of time and for waiver of procedural formalities, provided our clients' legitimate rights will not be materially or adversely affected. No default or dismissal shall be requested without first notifying opposing counsel, when we know his or her identity.

Lawyers will take depositions only when actually needed to ascertain facts or information or to perpetuate testimony and shall not take depositions for the purpose of harassment or to increase litigation expenses. In addition, the lawyer will not engage in any conduct during a deposition that would not be appropriate in the presence of a judge. The lawyer shall not obstruct questioning during a deposition or object to deposition questions unless necessary under the applicable rules to preserve an objection or privilege for resolution by the court. During depositions lawyers will ask only those questions we reasonably believe are necessary for the prosecution or defense of an action.

Lawyers will carefully craft document production requests so they are limited to those documents reasonably necessary for the prosecution or defense of an action and will not design production requests to place an undue burden or expense on a party.

Lawyers will respond to document requests reasonably and not strain to interpret the request in an artificially restrictive manner to avoid disclosure of relevant and non-privileged documents. Lawyers will not produce documents in a manner designed to hide or obscure the existence of particular documents and will carefully craft interrogatories so they are limited to those matters reasonably necessary for the prosecution or defense of an action and not to place an undue burden or expense on a party.

Lawyers will respond to interrogatories reasonably and will not strain to interpret them in an artificially restrictive manner to avoid disclosure of relevant and non-privileged information. They will base their discovery objections on a good faith belief in their merit and will not object solely for the purpose of withholding or delaying the disclosure of relevant information.

When requested by a Court to draft an order to reflect a court ruling the lawyer shall draft an order that accurately and completely reflects the court's ruling. It shall be promptly prepared and submitted to other counsel before the draft order is presented to the court.

LR50-FL00-MLR-020
Parenting Time Guidelines

- (A) The Courts of Marshall County have adopted the Indiana Parenting Time Guidelines and have also established the Marshall County Alternate Parenting Time Guidelines either of which may be agreed to by the parties or Ordered imposed by the Courts of Marshall County. The Marshall County Alternate Parenting Time Guideline shall be made available to the parties or their counsel as requested and are subject to change, on review by the Courts of Marshall County, annually or as deemed necessary.

LR50-FL00-MLR-021
Contested Dissolutions and Final Hearings

- (A) The parties and their counsel shall meet for a final pre trial conference before a contested final hearing shall be held. The Court will schedule the final pretrial conference. Failure to participate in the conference will result in the imposition of appropriate sanctions as determined by the Court.
- (B) The parties shall file one document listing all property and indebtedness to be divided by the Court prior to the commencement of the final hearing. The parties shall also set forth on the document each party's valuation of the item or debt to be divided and indicate whether the party wishes to have the item or debt assigned to them or to the other party. The final hearing shall not commence without the appropriate document being provided.

LR50-AR00-MLR-22
Court Alcohol and Drug Program Fees

All individuals ordered to enroll in the Marshall County Drug and Alcohol Program may be charged a fee for program services not to exceed the maximum fee set by Indiana Code § 12-23-14-16, as amended.
(Effective January 1, 2012)