

In the
Indiana Supreme Court



CAUSE NUMBER: 94S00-1501-MS-22

ORDER AMENDING INDIANA TAX COURT RULES

Under the authority vested in this Court to provide by rule for the procedure employed in all courts of this state and this Court's inherent authority to supervise the administration of all courts of this state, Tax Court Rules 3(H), 4(E) and 16(E) and Tax Court Notice of Appearance Form are amended as follows (deletions shown by ~~striking~~ and new text shown by underlining):

Rule 3. Commencement of an Action

...

(H) Attorney Information. Any attorney that enters an appearance and initiates an original tax appeal on behalf of the named petitioner under this rule, or who enters an appearance as amicus curiae or as an intervenor on behalf of the named petitioner, shall provide the following:

(1) Certification that the contact information listed on the Indiana Supreme Court Roll of Attorneys for each attorney is current and accurate as of the date of the commencement of the action (Attorneys can review and update their Roll of Attorneys contact information on the Clerk of Courts Portal;

(2) Acknowledgment that all orders, opinions, and notices in the matter will be sent to the email address(es) specified by the attorney on the Roll of Attorneys regardless of the contact information provided on the appearance form; and

(3) Acknowledgment that each attorney who filed a notice of appearance form is solely responsible for keeping his/her Roll of Attorneys contact information accurate per Ind. Admis. Disc. R. 2(A).

Rule 4. Jurisdiction over Respondents and Service of Process

...

(E) Responding Party Attorney Information. Any attorney that enters an appearance on behalf of the named respondent under this rule, or who enters an appearance as amicus curiae or as an intervenor on behalf of the named respondent, shall provide the following:

(1) Certification that the contact information listed on the Indiana Supreme Court Roll of Attorneys for each attorney is current and accurate as of the date of the commencement of the action (Attorneys can review and update their Roll of Attorneys contact information on the Clerk of Courts Portal;

(2) Acknowledgment that all orders, opinions, and notices in the matter will be sent to the email address(es) specified by the attorney on the Roll of Attorneys regardless of the contact information provided on the appearance form; and

(3) Acknowledgment that each attorney who filed a notice of appearance form is solely responsible for keeping his/her Roll of Attorneys contact information accurate per Ind. Admis. Disc. R. 2(A).

...

Rule 16. Small Tax Cases

...

(E) Appearances by Attorneys. Any attorney that enters an appearance for any party under this rule shall provide the following:

(1) Certification that the contact information listed on the Indiana Supreme Court Roll of Attorneys for each attorney is current and accurate as of the date of the commencement of the action (Attorneys can review and update their Roll of Attorneys contact information on the Clerk of Courts Portal;

(2) Acknowledgment that all orders, opinions, and notices in the matter will be sent to the email address(es) specified by the attorney on the Roll of Attorneys regardless of the contact information provided on the appearance form; and

(3) Acknowledgment that each attorney who filed a notice of appearance form is solely responsible for keeping his/her Roll of Attorneys contact information accurate per Ind. Admis. Disc. R. 2(A).

...

**IN THE
INDIANA TAX COURT
CASE No.**

_____)
Petitioner,)
v.)
_____)
Respondent)

NOTICE OF APPEARANCE

[Party/amicus name], [by counsel/pro se], serves notice of the following [change in] information for purposes of this [appeal/review]:

1. [If this notice is filed by the party initiating the appeal or review, the first rhetorical paragraph must designate the type of tax that is the subject of this appeal. If a review of property tax is sought, specify whether personal property taxes or real property taxes are the subject. Also specify the issue concerned in the appeal, i.e. whether the appeal is concerned with an assessed value or other issue.]
2. [The next rhetorical paragraph must state the relationship of the filing party to the appeal or review; i.e., whether the filing party is the petitioner, respondent, an entity seeking amicus curiae status, or a party not participating in the appeal but seeking to be placed on the service and notice list, etc. Note that any party seeking amicus curiae status must indicate whether amicus curiae status has been previously sought and either granted or refused in connection with this proceeding.]
3. [The next rhetorical paragraph must state the date of the final determination by the administrative agency involved. The character of the determination should also be stated. For example: "This cause is an appeal from a final determination entered by the [agency] on January 2, 1995. "]

4. [As applicable, the name, address, attorney number, telephone number, FAX number, and ~~computer~~email address of the attorney representing the party filing the appearance form. Note that the contact information recorded with the Supreme Court on its Roll of Attorneys will be the information used for service from the Clerk's office of any orders or opinions issued by the Tax Court.~~names and addresses on the appearance form will be used for service from the Clerk's office and will be the names and addresses printed on any written opinion issued by the Indiana Tax Court. Attorneys are~~A party is reminded of their ~~its~~ ongoing obligation to update the Supreme Court's Roll of Attorneys~~advise the Indiana Tax Court~~ of any changes in appearance information.]

5. [Reserved. ~~Which, if any, of the listed attorneys are requesting service of orders and opinions by FAX pursuant to Ind.Appellate Rule 26. Service by FAX must be requested in writing on an appearance form.~~]

6. [As applicable, the name, address, ~~and~~ telephone number, and email address of the ~~party~~ unrepresented litigant filing the appearance form.]

7. [As applicable (i.e. if an appeal from a probate or trial court), or if not previously provided by another party: the name of the lower tribunal from which the appeal or review is sought, the lower cause number, and the name of the presiding judge or agency.]

8. [As applicable, and if not provided by another party: the name, address, and telephone number of the court reporter responsible for the preparation of the transcript.]

Signature _____

Attorney or ~~pro-se~~unrepresented litigant's name, address and telephone information, email address, attorney number, party represented

CERTIFICATE OF SERVICE

[The name of each party served with this form should be identified, along with the date and method of service, and the name and signature of the person responsible for initiating service.]

These amendments shall take effect on the date of this Order.

DONE at Indianapolis, Indiana, on 5/19/2015.



Loretta H. Rush
Chief Justice of Indiana

All Justices concur.