

RULES OF CRIMINAL PROCEDURE

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Rule 2.1. Appearance

(A) **State of Indiana.** At the time a criminal proceeding is commenced, the prosecuting attorney for the county where the action is pending shall file an appearance form setting forth the following information:

- (1) The name, address, attorney number, telephone number, FAX number, and computer address of the prosecuting attorney representing the State of Indiana, as applicable;
- (2) The case type of the proceeding [Administrative Rule 8(B)(3)];
- (3) A statement that the State will or will not accept service by FAX;
- (4) The number of any arrest report relating to the factual basis underlying the criminal proceeding;
- (5) The transaction control number associated with the fingerprints submitted by the arresting agency and the state identification number assigned to the defendant by the Indiana State Police Central Records Repository if the defendant has been arrested and processed at the jail; and

- (6) Such additional matters specified by state or local rule required to maintain the information management system employed by the court.

(B) Defendant. At the time an attorney for the defendant first appears in the criminal case, the defense attorney shall file an appearance form setting forth the following information:

- (1) The name, address, attorney number, telephone number, FAX number, and computer address of the attorney representing the defendant;
- (2) The case number assigned to the criminal proceeding;
- (3) A statement that the defense attorney will or will not accept service in this case by FAX; and
- (4) Such additional matters specified by state or local rule required to maintain the information management system employed by the court.

(C) Defendant-Pro Se. In the event a defendant decides to represent himself or herself in a criminal proceeding without assistance of counsel, the defendant shall file an appearance form setting forth the identifying information required in subsection (B), as applicable.

(D) Completion and Correction of Information. In the event matters must be filed before the information required by this rule is available, the appearance form shall be submitted with available information and supplemented when the absent

information is acquired. Attorneys shall promptly advise the clerk of the court of any change in the information previously supplied to the court on the appearance form.

(E) Temporary Appearance. ~~In the event an attorney, different from any specifically identified in a previously filed appearance, is temporarily representing a party in a proceeding before the court, through filing a pleading with the court or in any other capacity including discovery, the new attorney shall file an appearance form. The appearance form shall contain the information set out in Section (A) or (B) above, shall provide the name, attorney number and all contact information of the attorney who has filed the prior appearance in the case, the new attorney's temporary status, and the date the temporary appearance shall end. The court shall not be required to act on the temporary appearance unless the new temporary attorney has not appeared at the request of a party's previously identified counsel.~~

If an attorney seeks to represent a party in a proceeding before the court on a temporary basis or a basis that is limited in scope, the attorney shall file a notice of temporary or limited representation. The notice shall contain the information set out in Section (A) and (B) above and a description of the temporary or limited status, including the date the temporary status ends or the scope of the limited representation. The court shall not be required to act on the temporary or limited representation provided that the defendant remains represented or has been

permitted to proceed pro se. At the completion of the temporary or limited representation, the attorney shall file a notice of completion of representation with the clerk of the court.

(F) Forms. The Division of State Court Administration shall prepare and publish a standard format for compliance with the provisions of this rule.