SUPREME COURT OF INDIANA

DIVISION OF
STATE COURT ADMINISTRATION

LORETTA H. RUSH, CHIEF JUSTICE

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VIA ELECTRONIC MAIL

March 6, 2015

Gayle Sullivan
Clerk of Circuit Court, Switzerland County
212 West Main Street
Vevay, IN 47043

Dear Clerk Sullivan:

I am pleased to inform you that your renewal request to post non-confidential court information on the Internet that you submitted to us has been approved, subject to the conditions set forth in this letter. This approval is administrative in nature and is granted under the provisions of Trial Rule 77(K).

1. You are authorized to post non-confidential party, attorney, case number and CCS information on the Internet, as well as the court calendar. Should you decide to make any changes to what you propose to post, you must seek and obtain specific approval for such changes.

2. You must provide a copy of this approval letter to the judge of each court whose records are posted on the Internet.

3. Approval of this request to post information on the Internet in no way reduces the obligation of the clerk and court to make non-confidential court information available to the public through traditional means in response to in-person and telephone inquiries.

4. You, the judge, and any entity involved in providing technology services for court records are responsible for taking reasonable steps to ensure that Administrative Rule 9, as well as all other applicable state and federal laws are followed, including without limitation, those laws pertaining to confidentiality. The full text of Administrative Rule 9 can be found under Administrative Rules at http://www.courts.in.gov/2695.htm.

5. Your contract with your case management vendor and the Internet services provider must comply with the requirements of Administrative Rule 9(K).

6. Your contract with your vendor must explicitly make clear that all information and data remain the property of the court, and any use of the data other than as specified by this authorization, is prohibited. No court data will be sold, licensed, or otherwise made available to any other entity for any other purpose.

7. You must conduct periodic audits of the data being provided over the Internet in order to assure compliance with this approval, Administrative Rule 9 and other relevant laws.

8. You must assure that the display on the Internet will provide appropriate advice and/or disclaimer to users about the non-official status of the information displayed on the Internet.

9. If your County Board of Commissioners has adopted an electronic system fee to be charged in conjunction with public access to court records, you must have the fee approved by the Division, and the method of the fee's collection, deposit, distribution and accounting must be approved by the Indiana State Board of Accounts as required by Administrative Rule 9(E).

10. If you are ultimately allowed to post court documents on the Internet, as opposed to just the CCS, you will need to report on matters related to the posting of court records, including the number of subscribers, fees collected and any security breach issues that have arisen. This report will be required as part of the renewal process.

11. The Supreme Court and the Division of State Court Administration reserve the authority to make changes to the approval process and to the rules governing both the approval and the posting of information. Any contractual arrangement should reflect acknowledgment of this authority.

12. Prior to this approval, vendors transferring court data to their own servers as part of the posting process executed and filed with the Division of State Court Administration a Request for Bulk Data/Compiled Information and User Agreement for Bulk Distribution of Data. If any changes occur during the year, both documents must be amended.

13. All vendors receiving bulk data transfers, including transfers for the purpose of posting court records in accord with T.R. 77(K), must fill out a Distribution Receipt Form for Bulk Distribution of Data or Compiled Information and file the completed form with the Division of State Court Administration within thirty (30) days of the first distribution.

14. This approval expires **February 28, 2016**. Renewal requests should be made using the Renewal Form for Posting Court Information on the Internet that may be downloaded from the Indiana Courts website at http://www.courts.in.gov/admin/2481.htm, and should be mailed back to the Division of State Court Administration at least ten (10) days prior to the expiration of this approval.

Courts using the Odyssey case management system are automatically approved to post court information on the Internet in the manner described by the Supreme Court's Order dated December 5, 2007, *In Re The Matter of Public Access to Electronic Court Records Under*

Odyssey Case Management System, 94S00-0712-MS-567, and no further approval from the Division is required.

Please feel free to contact me at jeffrey.wiese@courts.IN.gov or staff attorney Libby Milliken at libby.milliken@courts.IN.gov should you have any further questions or need further assistance.

Sincerely,

Jeffrey S. Wiese
Director, Trial Court Management

Indiana Supreme Court
Division of State Court Administration
Request to Post Court Information on the Internet under Trial Rule 77(K) – Renewal Request

Important Notes: This form may be used only when no changes have been made to the information previously submitted to the Division related to the electronic posting of court records.

For questions related to this form, please contact Libby Milliken (317.234.8760) or Jeffrey S. Wiese (317.234.1873). All materials should be submitted in electronic pdf format to the Division of State Court Administration via the following email address: libby.milliken@courts.in.gov.

County: Switzerland Date of Request: 2/20/2015

Court: Circuit

Type of Court:

- ☒ Circuit/Superior
- ☐ City/Town Court
- ☐ Marion County Small Claims

Date of previous approval to post court records under T.R.77(K) by Division of State Court Administration: May 23, 2015

I hereby certify that, since the above-referenced date of approval, no changes have been made to the information previously submitted to the Division related to the electronic posting of court information.

- ☒ Circuit Court Clerk
- ☐ City/Town Court Judge
- ☐ Marion County Small Claims Court Judge

Gayle Sullivan
Requestor's Name (Please Print)

Gayle Sullivan
Requestor's Signature

2/20/15
Date

Requestor Address:
212 West Main Street, Vevay, IN 47043

Phone Number: 812-427-4415

E-Mail Address: clerk@switzerlandcountycourthouse.o

REQUIRED ATTACHMENT: Please attach the following to this request:

☒ 1. Copy of the Consent of the Judges for posting the records under Trial Rule 77(K).

Switzerland County
Order of Consent for
Electronic Posting of Court Records
Including Document Images

Pursuant to Trial Rule 77 of the Indiana Rules of Procedure, the Switzerland County Circuit hereby consent to the electronic posting of court records, including document images, and order the Clerk of Circuit Court to seek the permission of the Division of State Court Administration for such posting using the software and services of Doxpop.

Ordered adopted and effective this 6 day of January, 2015.

W. Gregory Coy, Judge
Switzerland Circuit Court