

# INDIANA OFFICE OF ENVIRONMENTAL ADJUDICATION

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## NOTICE FROM THE COURT

The Office of Environmental Adjudication (OEA) is transitioning its case management system to INcite on April 15, 2024.

**This transition is part of an ongoing effort to provide a more stable case management system.** Last year, OEA partnered with the Office of Administrative Law Proceedings (OALP) to use a case management system called INcite, the case management system now used by OALP. INcite was developed and is supported by the Indiana Supreme Court, Office of Judicial Administration, Court Technology agency.

Below is a list of upcoming significant changes you can expect to encounter once INcite is fully implemented as OEA's case management system.

1. **Go Live Date:** The Go Live date is April 15, 2024. On that date, cases will be managed through the INcite case management system.
2. **Webinar:** OEA will host a webinar on April 11 to go over the changes. Communication with a link and the time will be provided shortly.
3. **Filing Documents:** To file documents, one may hand-deliver, mail, or attach the filing in an email sent to [frontdesk@oea.in.gov](mailto:frontdesk@oea.in.gov). The filing will be file stamped by OEA and then uploaded into INcite.
  - a. **Preferred format for filing:** .pdf (all filings must be converted to a .pdf to be uploaded into the case management system.)
  - b. **Distribution and Service:** The filing party must serve a copy of the filing on all parties before or at the time of filing with OEA.
  - c. **File stamped copy of your document:** You will not receive a file stamped copy of your filing. Should you require a file stamped copy of your filing, you may request it through [frontdesk@oea.in.gov](mailto:frontdesk@oea.in.gov).
    - i. OEA **will not accept** a blanket request for copies of all file stamped filings.
4. **Cause Numbers:** Active administrative cases will include two identifying case numbers: an OEA cause number that is currently used and an INcite cause number that will begin with "IDEM".
5. **INcite Cause Number Formatting Logic:** Cause numbers are formatted the same across the entire case management system.
  - a. First four characters = Acronym of the executive branch agency charged with administering rules regarding the subject matter
  - b. Middle four characters = 2-digit year and 2-digit month

- c. Last six characters = A consecutive numbering assignment comprised of all administrative actions filed in a calendar year
  - d. Example: IDEM-YYMM-000001
- 6. **Attorney Service:** Any attorney who files an appearance on an administrative matter will be added as the attorney representing the party indicated on the appearance form. INcite uses the Indiana Roll of Attorneys to populate the appearance field via the attorneys' bar number; specifically, INcite uses the attorney's email address on file with the Indiana Roll of Attorneys, located under "Contact for E-service and E-notice," for service.
  - a. It is the responsibility of the attorney to select their primary or secondary email address at which to receive service and ensure this information is kept up to date on the Indiana Roll of Attorneys.
  - b. Administrative copies cannot be sent to legal or administrative assistants. Assistants will not be included as non-parties on cases.
  - c. **Attorneys who wish their legal assistants to receive notification** may create email-receipt rules through their email service provider to forward those notifications.
  - d. Attorneys will not be served by U.S. postal mail.
  - e. More specific directions are in Exhibit A.
- 7. **Service sent from ALP Support Team** <no-reply@courts.in.gov>
  - a. E-service contains a hyperlink to the document that will expire after 21 days.
  - b. It is your responsibility to open the hyperlink, review it, and download the document for your records.
  - c. If you fail to access the document prior to the 21 days, you may email OEA a request to obtain a copy of the document.
  - d. Example found in Exhibit B.
- 8. **Virtual Hearings will be on ZoomGov:** Currently, contingent upon the judge assigned to your case, virtual hearings and conferences may take place either via Microsoft Teams or ZoomGov. However, in the future, those events will be set using ZoomGov as the preferred and only virtual platform.

## EXHIBIT A.

### Directions for Updating an Attorney Email Address on the Indiana Roll of Attorneys Website

- 1) Log into your account with the Supreme Court:  
<https://secure.in.gov/apps/courts/portal/>.
- 2) Select “Update contact information”.
- 3) Locate the section titled “Contact for E-Service and E-notice” at the bottom right of the webpage.
- 4) Select your primary or secondary email address at which you want to receive service.
  - a. Make updates to your primary or secondary email address in the first section of the webpage.

**Contact for E-service and E-notice**  
Choose the contact information to use for the E-filing Public Service List and notices from the appellate courts.

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**Firm Name\***

**Mailing Address\***

**Email\***

Add an email address below to have someone else copied on e-filed documents served to your public service list address.

**E-filing Administrative Copy Email**


### Resources Regarding your Courts Portal:






- Help updating contact information:  
<https://www.in.gov/courts/help/portal/attorney-record/contact-info/>
- Guide to updating attorney contact information:  
<https://www.in.gov/courts/tutorials/efile-update-attorney-contact/#/>

**EXHIBIT B.**


Example of Service sent from ALP Support Team

ALP EService

 ALP Support Team <no-reply@courts.in.gov>  
To: Allen, Michelle (OALP)


 Reply  Reply All  Forward  

Thu 6/29/2023 11:29 AM

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**\*\*\*\* This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email. \*\*\*\***

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**ALP E-Service** 

**Please do not reply to this email**

The following documents have been served:

<b>Case Number</b>	IDEM-2401-000001
<b>Caption</b>	Donald Duck vs. <b>Indiana Department of Environmental Management</b>
<b>Event Description</b>	Motion to Dismiss by Petition
<b>Case Type</b>	<b>Land (Solid &amp;/or Hazardous)</b>
<b>Case SubType</b>	<b>Application</b>
<b>Document Link</b>	<a href="https://mqa.in.gov/JZTF62Y7">https://mqa.in.gov/JZTF62Y7</a>
<b>Case Number</b>	IDEM-2402-000157
<b>Caption</b>	Donald Duck vs. <b>Indiana Department of Environmental Management</b>
<b>Event Description</b>	Order Setting Evidentiary Hearing
<b>Case Type</b>	<b>Water</b>
<b>Case SubType</b>	<b>Open Dumping</b>
<b>Document Link</b>	<a href="https://mqa.in.gov/M8CRWP4Z">https://mqa.in.gov/M8CRWP4Z</a>

The document links in this email will expire in 21 days.

If you are not a party or received this communication in error you should notify the respective state agency and delete this email.

OALP: [OALP@oalp.IN.gov](mailto:OALP@oalp.IN.gov) or call 317-234-6689  
OEA: [frontdesk@oea.in.gov](mailto:frontdesk@oea.in.gov) or call 317-233-0850

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