

**Southern District of Indiana**  
**COVID-19 Frequently Asked Questions**  
**Updated December 16, 2020**

General Court Operations:

**Q. Is the court still open?**

**A.** Yes, though in a limited capacity. While our jury trials have been continued until at least March 1, 2021 our four courthouses are open to the public. However, effective November 23, 2020, the Clerk's Office intake windows in all divisions are closed to the public until further notice. Court staff are continuing to answer the phones, and the mail is being processed daily. CM/ECF (electronic filing) remains operational for attorneys.

The court has also installed drop boxes at each courthouse in the district for paper filings, eliminating the need to visit the Clerk's Office. Pro se filers may also file documents electronically at: [temporary-efiling@insd.uscourts.gov](mailto:temporary-efiling@insd.uscourts.gov). IMPORTANT: Please see court's General Order Re: Filing by Pro Se Litigants and Acceptance of Payments, dated March 24, 2020, for details and instructions

Contact information for the court, including mailing addresses and phone numbers, can be found at <https://www.insd.uscourts.gov/court-info/court-locations>.

**Q. I'm an attorney working remotely. How can I notify the court of my up to date contact information?**

**A.** If you have a proceeding scheduled to take place telephonically, and the court will be contacting you, please immediately alert the courtroom deputy clerk for the assigned Judge. Otherwise, an attorney whose name, mailing address, telephone number, fax number or e-mail address (primary and/or secondary) has changed must notify the Clerk's Office within 30 days of the change (see Local Rule 5-3(b)(1)). For more information, please see <https://www.insd.uscourts.gov/attorney-nameaddress-change>.

**Q. Is the court accepting payments for criminal (i.e., restitution) and non-criminal (i.e. civil filing fees, attorney admissions) matters?**

**A.** The Clerk's Office is no longer taking credit card payments over the phone or in person for any type of criminal debt payment. Please mail a check or money order, made payable to Clerk of the Court, United States District Court, 46 East Ohio Street, Room 105,

Indianapolis, IN 46204. The court will also accept criminal debt payments by check or money order in the drop box. You should never send cash payments through the mail and cash may not be deposited into any of the drop box locations.

Payments for non-criminal matters (*i.e.*, civil filing fee, attorney admissions) may be made by 1) using a credit card by phone, 2) by mail, 3) pay.gov; 4) using the drop box for non-cash payments; and 5) if a cash payment is necessary, please contact the Clerk's Office (317) 229-3700 to make arrangements. You should never send cash payments through the mail and cash may not be deposited into any of the drop box locations.

**Q: If I must come to the courthouse to participate in a court proceeding, to visit the probation office, or for another reason, do I have to wear a mask or face covering?**

**A:** Yes. All entrants and occupants of all federal courthouses in the Southern District of Indiana must wear a face covering which completely covers the wearer's nose and mouth in all public spaces. An exception to this requirement may be made for a person providing documentation that he or she is unable, for medical reasons, to wear a face covering. Any visitor seeking entry to a courthouse without a face covering will be offered a disposable mask free of charge at the security screening checkpoint if they have a need to and are otherwise permitted to enter the courthouse. Any person seeking entry to a courthouse who refuses to wear a face covering will be denied entry to the courthouse. A person who violates this requirement may be held in contempt of court, cited, and/or expelled from the courthouse.

**Q. If I must come to the courthouse to participate in a court proceeding, to visit the probation office, or for another reason, will I be subject to health screening questions?**

**A.** Yes. Anyone entering a federal courthouse in the Southern District of Indiana will be asked health screening questions (linked [here](#)) at the security station.

#### Civil Matters:

**Q. How are civil cases being handled?**

**A.** With respect to civil proceedings, while jury trials have been continued until at least March 1, 2021, most other civil matters are proceeding as scheduled, although many are occurring by teleconference. Most settlement, status, and discovery conferences are being conducted remotely. Because some proceedings could be continued, attorneys are urged to monitor email for relevant Notices of Electronic Filing, or regularly check the individual case docket. With respect to pre-trial practice, case management deadlines remain in force, and the court is continuing to process pending motions. Additionally, the court expects counsel

will cooperate to make use of remote methods for conducting depositions when appropriate.

**Q. Are judges still processing motions for temporary restraining orders, etc.?**

**A.** Yes. Once a judicial officer is assigned, counsel who filed the motion will be contacted by the court. In addition, a courtesy call to the clerk's office providing advance notice of any emergency filing would be helpful.

**Q. Are Magistrate Judges available to resolve discovery disputes?**

**A.** Yes. But counsel are reminded that Local Rule 37-1 remains in effect, and "[p]rior to involving the court in any discovery dispute, including disputes involving depositions, counsel must confer in a good faith attempt to resolve the dispute."

Criminal Matters:

**Q. How are criminal cases being handled?**

**A.** With respect to criminal cases, the current order continues all jury trials until at least March 1, 2021. However, the United States Attorney's Office continues to indict people and law enforcement continues to arrest people. Those arrested have rights that must be protected. With the passage of the CARES Act, most pre-trial proceedings are now occurring via videoconference. If necessary, essential in-person criminal proceedings are occurring in the district's courthouses, though we have altered our processes to maintain appropriate social distance between participants. Additionally, in criminal cases, upon notice by counsel, necessary witnesses can meaningfully participate in hearings, and members of the public can observe them by telephone.

Pro Se Litigants:

**Q. How can I file things if I am a pro se litigant?**

**A.** The court has installed drop boxes at each courthouse in the district for paper filings. We are also continuing to receive and process the mail, another means by which pro se filers can communicate with the court. Pro se filers are encouraged to file documents electronically at: [temporary-efiling@insd.uscourts.gov](mailto:temporary-efiling@insd.uscourts.gov). IMPORTANT: Please see court's General Order Re: Filing by Pro Se Litigants and Acceptance of Payments, dated March 24, 2020, for details and instructions.

Probation Office:

**Q. Is the Probation Office still operating?**

**A.** Yes. Probation continues to supervise clients on pre-trial and supervised release.