

**Southern District of Indiana**  
**COVID-19 Frequently Asked Questions**  
**Updated August 3, 2021**

General Court Operations:

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

**A.** Yes, the four courthouses in the Southern District of Indiana are open to the public.

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, you must wear a face covering which completely covers your nose and mouth in all public spaces, regardless of vaccination status. 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.

**Effective, August 3, 2021**, you are required to wear a mask in the public spaces within the federal courthouses of the Southern District of Indiana. However, each agency and judicial office within the federal courthouses for the Southern District of Indiana may have its own facial covering requirements. Please see the court's [General Order](#) for specific details.

**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. 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.** Both in-person and videoconference criminal proceedings are occurring in the district’s courthouses.

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.