

Southern District of Indiana
COVID-19 Frequently Asked Questions
Updated August 4, 2020

Q. Is the court still open?

A. Yes, though in a limited capacity. While our jury trials have been continued until at least September 1, 2020, our four courthouses are open to the public. Individuals can visit the Clerk's Office during normal business hours in Indianapolis, Evansville, New Albany, and Terre Haute. Court staff are continuing to answer the phones, and the mail is being processed daily. Payments can be made in person. CM/ECF (electronic filing) remains operations 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. 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. How are civil cases being handled?

A. With respect to civil proceedings, while jury trials have been continued until at least September 1, 2020, most other civil matters are proceeding as scheduled, although they are occurring by teleconference. Settlement, status, and discovery conferences are being conducted remotely. Because some proceedings could be continued, you are urged to monitor your 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. How are criminal cases being handled?

A. With respect to criminal cases, the current order continues all jury trials until at least September 1, 2020. 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.

Q. Is the Probation Office still operating?

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

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. 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.

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)). Please see <https://www.insd.uscourts.gov/attorney-nameaddress-change> for more information.

Q. Is the court accepting payments for restitution, attorney admissions, etc. by phone?

A. Yes. Clerk's office staff are still answering the phones and can process credit card payments by phone. Individuals may also send checks or money orders to the court. You

should never send cash payments through the mail and cash may not be deposited into any of the drop box locations.

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.”

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.