

SBOA Clerks Conference
June 2026
Jennifer Bauer, IOCS

Judicial Administration Update



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Records Management

- Admin Rule 7—covers retention and disposal of court records
- Need help? Questions?
 - tom.jones@courts.in.gov
- Admin Rule 6—storage standards



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Records Maintenance & Storage



Trial Rule 77—Court Records

Clerk maintains
Paper, microfilm, or electronic formats
File in single format



Microfilm & Digital imaging

Follow Admin Rule 6
Vendor can digitize paper files
Store outside Odyssey (shared drive)

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Recent Rules Updates

— Trial Rules 53.1 and 53.2 —

— Trial Rule 76 —

— Trial Rule 82 —

— Administrative Rule 1(E) —

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Protection Order Petition reminders

IC 34-26-5-5

- Update registry in INcite immediately
- Clerical assistance allowed under (d)(3)
- No gatekeeping
- Action not barred b/c of other pending action

PO resources on IOCS website

- Admin Manual, Deskbook, Forms
 - Find in “Publications and forms”
 - Tutorials & advocates link

Questions? Melissa Arvin

- melissa.arvin@courts.in.gov

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Education: clerks & court employees



**July 6: In-person Court
Employee Networking
(Plainfield)**



**July 7: Court & Clerk
Employee Conference
(Plainfield)**



**August 12: Managing
Abstracts in Odyssey
(webinar)**

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Language Access

“I Speak ...”

language identification guides

www.in.gov/admin/general-counsel/language-access/guides

Questions: Manpreet Kaur
manpreet.kaur@courts.in.gov

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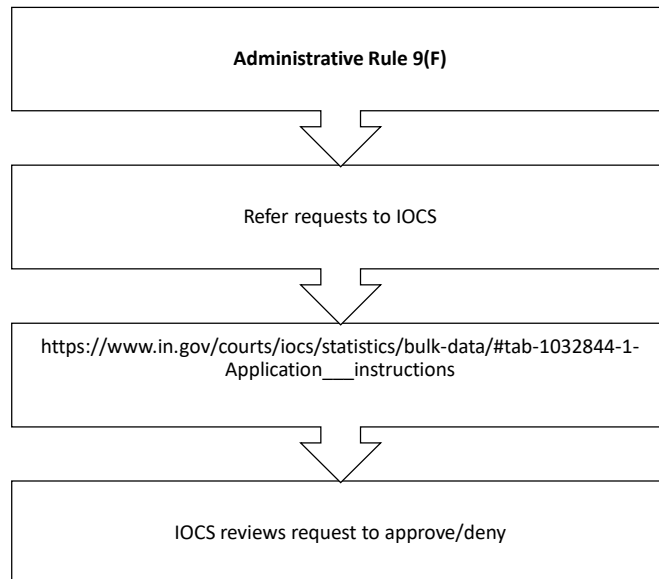
Public Records Requests

Access to Public Records Act

- IC 5-14-3
- Respond in 24 hours & 7 days
- Produce in reasonable time
- Consult with county attorney
- Questions? Akash Burney—OJA
 - Akash.burney@courts.in.gov

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Bulk Data Requests



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Self-Represented Litigants

Website:
indianalegalhelp.org

**Goal: improve
availability & quality of
civil legal services for
persons of limited
means**

**Civil matters: family,
housing, small estate,
driving privileges, name
change**

**Self-help: tools, forms,
hiring lawyer**

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2026-2027
Financial
Reports

Q2—ends June 30

- Due July 10

Q3—ends September 30

- Due October 10

Q4—ends December 31

- Due January 10, 2027

Q1—ends March 31, 2027

- Due April 10, 2027

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IOCS & OJA Publications

LEGISLATIVE BLOG

COURT TIMES

WEEKLY BULLETIN
(EMAIL)

JUDICIAL YEAR IN
REVIEW

ADMINISTRATION
MANUALS

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How to contact IOCS Legal Support

legalsupport@courts.in.gov



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Questions?



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