

STATE OF INDIANA

IN THE CIRCUIT/SUPERIOR COURTS

COUNTY OF HANCOCK

**ORDER TO THE CLERK OF HANCOCK COUNTY, INDIANA**

In an effort to avoid ex parte communications with the Courts and to facilitate accurate information and to insure proper notice to the parties of a case, the Hancock County Circuit and Superior Courts issue the following order to the Clerk of the Circuit and Superior Courts of Hancock County, Indiana.

The Clerk of the Hancock County is hereby ordered to refrain from filing any letter or correspondence from an individual in a civil case that does not meet the following criteria:

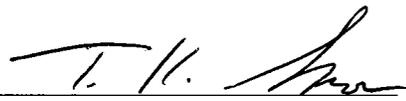
1. On an 8 ½ x 11 inch of white paper,
2. Typewritten or legible print or handwritten,
3. Has a proper legal caption including the correct cause/case number,
4. Signed by the submitting party with a typewritten or legible name under the signature,
5. A certificate of service showing service on all other parties or their attorney and the date of that service.

Should the Clerk receive a letter or correspondence not meeting these criteria, they are either to be returned to the sender or placed in a dead letter file appropriate for the particular court and year letter filed. The Clerk is hereby authorized to make copies of this order and serve upon all individuals seeking to file correspondence in civil cases.

ALL ORDERED THIS 14 DAY OF DECEMBER, 2012



Richard D. Culver, Judge  
Hancock Circuit Court



Terry K. Snow, Judge  
Hancock Superior Court, I



Dan E. Marshall, Judge  
Hancock Superior Court II

SAMPLE DOCUMENT ONLY

STATE OF INDIANA

IN THE CIRCUIT/SUPERIOR COURT

COUNTY OF HANCOCK

Plaintiff

Vs.

Cause No. 30\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_\_

Defendant

**PETITION FOR \_\_\_\_\_**

*(Hint: a word for what you want the judge to do goes in the above blank)*

*Your Name gets put here, petitions the Court to: this section is where you put what you would like the court to do. Such as: modify sentence or request a continuance. The same word as was put in the section above.*

Date: \_\_\_\_\_

X \_\_\_\_\_  
Your Signature (Required)

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City and State

**CERTIFICATE OF SERVICE**

I hereby certify that I have on \_\_\_\_\_ (date), mailed or delivered a copy of the forgoing pleading to:

Name of Opposing Party  
Address of Opposing Party

Note: This is a Sample Document Only:

Also, see Sample Order – 3 Orders must accompany the Petition

The State of Indiana provides many forms or additional information at:

<http://www.in.gov/judiciary/selfservice/2333.htm>

SAMPLE DOCUMENT ONLY

STATE OF INDIANA

IN THE CIRCUIT/SUPERIOR/II COURT

COUNTY OF HANCOCK

Plaintiff

Vs.

Cause No. 30 - - - - -

Defendant

**ORDER**

The Court orders: \_\_\_\_\_

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Date: \_\_\_\_\_

X \_\_\_\_\_  
Judge Circuit/Superior I/Superior II Court

Note: This is a Sample Document Only and at least 3 Orders must accompany a Petition

The State of Indiana provides many forms or additional information at:

<http://www.in.gov/judiciary/selfservice/2333.htm>