

- (1) APPEARANCE FORMS**
 - (2) MOTION/PETITION**
 - (3) PROPOSED ORDER**
 - (4) NOTICE OF HEARING**
 - (5) SERVICE ON OTHER PARTY**
-

PETITIONS AND MOTIONS FILED WITH THE COURT

You have the right to represent yourself in this case. Self- representation is difficult, and the Judge cannot and will not act as an advocate for either side. If you have decided to represent yourself, you have the responsibility to become familiar with and attempt to comply with the rules of procedure.

The Judge and his staff cannot and will not advise you as to what you should put in your petition or how you should word your petition. After the petition is properly filed, the Judge will examine it and if it states a request that can be heard by the Court, it will be set for hearing.

You may get copies of legal forms on the Access Indiana website:

www.in.gov/judiciary/selfservice/2333.htm

All Motions and Petitions:

- Should be submitted on 8 ½ x 11 inch paper and either typed or legibly printed
- Must be in proper legal form but you may use any words you wish to describe what you are asking the Court to do
- You must provide the Court with one copy of each document
- In the section requesting your mailing address, your email address, and also include the other party's address

It is **your responsibility** for service of the Court-completed documents to the other party/parties involved in your case. This can be done by Sheriff's service or Certified Mail.

- **Sheriff's service, \$28 cash only fee:** You may pay for Sheriff's service at the time of filing by taking your payment to the Clerk's office. Keep your receipt! You will need to take your receipt and a copy of every document you filed, as well as the Order signed by the Judge, to the Sheriff's Department so they can serve the other party.
- **Certified Mail:** Once you are notified that the Court documents have been processed and are ready for service, you may take a copy to the Post Office and mail to the other party in your case. You will need to ensure the "Sender" portion of the reverse side of the green PS Form 3811 shows the following information:

**Huntington Circuit Court
Cause # (write your Court Cause # here)
201 N Jefferson St, Rm 301
Huntington IN 46750**

If the matter is set for hearing, you will be required to properly present evidence. The Court will not instruct nor aid you in the presentation.

Documents to be filed will include at a minimum the following:

- APPEARANCE FORM
- MOTIONS OR PETITIONS STATING WHAT YOU WISH THE COURT TO DO
- PROPOSED ORDER
- NOTICE OF HEARING FORM

_____By ORDER of:_____

Jamie M. Groves, Judge

Huntington Circuit Court