

INDIANA OFFICE OF COURT SERVICES

To: Circuit, Superior, and Probate Courts
City and Town Courts
Marion County Small Claims Courts

From: Jeffrey S. Wiese, Deputy Director of Legal Support 

Date: March 14, 2018

RE: New Procedure for Courts with Late Quarterly or Annual Statistical Reports

Ind. Administrative Rule 1 and Ind. Administrative Rule 2 require courts and probation departments to file statistical reports with the Indiana Office of Court Services (IOCS). These reports are filed electronically on INcite, using the Indiana Courts Online Reports (ICOR) application.

IOCS can no longer be as lenient with deadlines as we were in the past. We are receiving more requests for this information plus this data is necessary to produce other reports used by the Court, the General Assembly, and the public. A new procedure is being implemented for courts with delinquent reports.

- Two weeks after the report's due date, one mass email will be sent to judges and report preparers of all courts with a missing report.
- The email will explain your court has a late report and the missing report must be submitted within one week.
- If the report is not received by this new deadline, the judges' names will be sent to the IOCS Executive Director.

For more information on reports please see "Statistical Reporting: Quarterly & Annual Reports" in the Trial Court Administration Manual for Judges and Clerks available at courts.in.gov/iocs/3151.htm or email IOCS Deputy Director Jeff Wiese Jeffrey.wiese@courts.in.gov