

## CLERK OF THE ALLEN CIRCUIT COURT

### Miscellaneous Records

Type of Document	Authority	Method for Filing	Location of Record
Alcohol and Tobacco Commission Oath for Appointed Members (See 'Oath')			
Alcohol and Tobacco Commission Registry	<a href="#">Ind. Code 7.1-2-3-9.1</a>	Record original in Non-Judicial Order Book. NOTE: After receiving the registry, the Central Services Division is to immediately notify the Allen County Treasurer's Office that the registry is available for copying. Effective 7/1/2021, the Commission is no longer required to submit a registry of permits or notices of hearings to the Clerk.	Central Services Division
Annexation Ordinance	<a href="#">Ind. Code 36-4-3-22(a)(B)</a>	Record original in Non-Judicial Order Book and immediately forward a copy to the Election Board.	Central Services Division
Bail Agent Registry (Also known as 'Recovery Agent Registry')	<a href="#">Ind. Code 27-10-3-17</a>	File as a unique record in a separate file system. NOTE: Refer to Clerk's instructions regarding the Bail Agent / Recovery Agent Registry.	Central Services Division
Bonds - County Recorder (Performance Bond, Recorder Employees and Deputies)	<a href="#">Ind. Code 5-4-1-5.1(b)</a>	Record in Non-Judicial Order Book	Central Services Division
Bonds - All Elected and Appointed Officials, Employees, and Deputies of a Political Subdivision except for the County Recorder and his/her Deputies	<a href="#">Ind. Code 5-4-1-5.1(b)</a>	File with Allen County Recorder	Allen County Recorder

Type of Document	Authority	Method for Filing	Location of Record
Breath Test Equipment and Chemicals Certification of Breath Test Equipment and Chemicals	<a href="#">Ind. Code 9-30-6-5</a>	Per letter from the Indiana State Department of Toxicology (6/22/17), certifications will be maintained at <a href="https://secure.in.gov/apps/isdt/recordsearch/">https://secure.in.gov/apps/isdt/recordsearch/</a> # and not mailed to the Clerk.	<a href="https://secure.in.gov/apps/isdt/recordsearch/">https://secure.in.gov/apps/isdt/recordsearch/</a>
Breath Test Operators - Certifications	<a href="#">Ind. Code 9-30-6-5</a>	Per letter from the Indiana State Department of Toxicology (6/22/17), certifications will be maintained at <a href="https://secure.in.gov/apps/isdt/recordsearch/">https://secure.in.gov/apps/isdt/recordsearch/</a> # and not mailed to the Clerk.	<a href="https://secure.in.gov/apps/isdt/recordsearch/">https://secure.in.gov/apps/isdt/recordsearch/</a>
Cemetery - Perpetual Care or Endowment Accounting and Report for Cemetery	<a href="#">Ind. Code 23-14-48-7</a>	Effective 7/1/1997, the custodian files with the cemetery owner. This is to be made available at the place where the regular business of the cemetery is transacted. NOTE: From 7/1/1994 to 6/30/1997 it was filed with the Allen County Recorder. Prior to 7/1/1994, these were filed with the Clerk.	Currently at the Cemetery's Business Location - See NOTE
Commission of Public Records of Allen County - Minutes	<a href="#">Ind. Code 5-15-6</a>	Record original in Non-Judicial Order Book. Give copy of minutes to State Archivist and any active genealogical/historical society within the county.	Central Services Division
Conflict of Interest Disclosure	<a href="#">Ind. Code 35-44.1-1-4(d)</a>	Record original in Non-Judicial Order Book. The person must also separately file this form with the Indiana State Board of Accounts, 302 W. Washington St., Room E418, Indianapolis, IN 46204.	Central Services Division
Coroner's Inquest - Verdict and Written Report of Death	<a href="#">Ind. Code 36-2-14-10</a>	Maintained by Allen County Coroner	Effective 7/1/1994: Allen County Coroner

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Disaster - Declaration of Local Disaster (Order or Proclamation Declaring, Continuing or Terminating Emergency)	<a href="#">Ind. Code 10-14-3-29</a>	Record original in Non-Judicial Order Book	Central Services Division
Distress Sale, Going Out of Business - Removal and Fire Sale (Application for License and Inventory)	<a href="#">Ind. Code 25-18-1-7 &amp;</a> <a href="#">Ind. Code 25-18-1-5</a>	Effective 7/1/1994: File Application for License, copy of Inventory and copy of License together as a unique record in a separate file system. Effective 2/1998: This license form is maintained on the S (Shared) Drive on the personal computer in the Financial Division. A hard copy is also filed with the Application for License and Inventory in the Financial Division. Effective July 1, 2014: The Clerk no longer handles distress sale applications and licenses. (See House Enrolled Act 1005 from 2014.)	Financial Division
Election - Certification of Election for Judge of the Court	<a href="#">Supreme Court - Ind. Trial Rule 77 (D)</a>	Record in the RJO for the appropriate court	Court Records Division
Foreign Support Order (See 'Order')			
Going Out of Business (See 'Distress Sale')			
Indiana Department of Transportation Resolution - Establishing Traffic Controls	Unknown	Record original in Non-Judicial Order Book	Central Services Division

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Lis Pendens Record	<a href="#">Ind. Code 32-30-11</a>	File as a unique record in a separate file system. NOTE: Refer to specific Clerk's instructions regarding the Lis Pendens Record. Per the January 2013 QCSR Manual, it should be filed as a CB (Court Business) case type.	Central Services Division
Mediators - List	<a href="#">Supreme Court ADR Rule 2.3 &amp; Joint Rule of the Allen County Circuit and Superior Court ADR Rule</a>	File as a unique record in a separate file system. NOTE: The list is maintained as a file on the Clerk's Administrative Assistant's personal computer. A printed hard copy is posted in the Central Services Division and the Courthouse Library. An electronic copy is posted on the Clerk's website.	Administrative Assistant in the Administration Division, Central Services Division, Courthouse Library, Clerk's website
Motor Club Cards - List (The Secretary of State files this record each year with the court having traffic violation jurisdiction)	<a href="#">Ind. Code 9-30-2-8(g)</a>	Record list and cover letter from the Secretary of State in the Non-Judicial Order Book. NOTE: The Central Services Division must make copies of the list and the cover letter for both the Misdemeanor and Traffic Court and Clerk staff.	Central Services Division
Notary Publics - List	<a href="#">Ind. Code 33-42-2-8</a>	File as a unique record in a separate file system. NOTE: Refer to specific Clerk's instructions regarding Notaries Public.	Central Services Division

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Oath -Alcohol and Tobacco Commission Appointed Member	<a href="#">Ind. Code 7.1-2-4-20</a>	Give the oath to the appointee, sign and seal the Clerk's name, and put today's date on the Certificate of Appointment form. Record a copy of the oath (found on the Certificate of Appointment form) in Non-Judicial Order Book and give a copy to the appointee. Mail a copy to the Chairman of the Indiana Alcohol & Tobacco Commission at 302 W. Washington Street, Room E-114, Indianapolis, IN 46204.	Central Services Division
Oath / Certificate - County Building Authority Board of Directors	<a href="#">Ind. Code 36-9-13-11(c)</a>	Record certificate (with oath endorsed upon it) in Non-Judicial Order Book	Central Services Division
Oath - City or Town Officers	<a href="#">Ind. Code 5-4-1-4</a>	Record in Non-Judicial Order Book; If selected by caucus, also give a copy of certificate of selection to the selected individual (Ind. Code 3-13-11-11(c))	Central Services Division
Oath - County Officers [Assessor, Auditor, Clerk (and Deputy Clerks), Recorder, Sheriff, Surveyor, Treasurer]	<a href="#">Ind. Code 5-4-1-4</a>	Record in Non-Judicial Order Book; If selected by caucus, also give a copy of certificate of selection to the election division (Ind. Code 3-13-11-11(b))	Central Services Division
Oath - Judge of the Court (Elected); Judge of the City or Town Court (Elected)	<a href="#">Ind. Code 5-4-1-4</a>	Judge files with Office of Secretary of State, Election Division. Copy placed in the Non-Judicial Order Book for reference purposes if received from the court.	Office of Secretary of State, Election Division - Indianapolis
Oath - Special Judge, Judge Pro Temp, and Temporary Judge Oath - including Order of Appointments by the Court	<a href="#">Supreme Court - Ind. Trial Rule 77 (D)</a>	Record in the RJO for the appropriate court	Court Records Division

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Oath - Library Board Member	<a href="#">Ind. Code 36-12-2-19(c)</a>	Effective 2005: File with Library	Pre-2005: Central Services Division Post-2005: Library
Oath - Prosecutor (Elected)	<a href="#">Ind. Code 5-4-1-4</a>	File with Secretary of State	Secretary of State - Indianapolis
Oath - Deputy Prosecuting Attorneys	<a href="#">Ind. Code 5-4-1-4</a>	Record in Non-Judicial Order Book	Central Services Division
Oath - Special Prosecuting Attorney Oath and Acceptance, including Order of Appointment by the Court	<a href="#">Supreme Court - Ind. Trial Rule 77 (D)</a>	Record in the RJO for the appropriate court	Court Records Division
Oath - Probation Officer	Unknown	Record in Non-Judicial Order Book	Central Services Division
Oath - School Board Member	<a href="#">Ind. Code 5-4-1-4</a>	Effective 2005: Record in Non-Judicial Order Book	Central Services Division
Order - Foreign Support	<a href="#">Ind. Code 31-18-6-5</a>	File in the Registry of Foreign Support Orders / Out-of-State Custody Decrees and Proceedings book.	Central Services Division
Order - Non-Case Specific Orders (with no case number) from the Local Allen Circuit or Superior Court	<a href="#">Local Court Order from the Allen Circuit and Superior Court &amp; Ind. Trial Rule 81</a>	Record the original in the Non-Judicial Order Book and a copy in the RJO for the appropriate court. Per the January 2013 QCSR Manual, it should be filed as a CB (Court Business) case type.	Central Services Division and Court Records Division
Order - Appointment of Special Judge, Judge Pro Temp, and Temporary Judge by the Court (and Oath and Acceptance)	<a href="#">Supreme Court - Ind. Trial Rule 77 (D)</a>	Record in the RJO for the appropriate court. Per the January 2013 QCSR Manual, it should be filed as a CB (Court Business) case type.	Court Records Division
Order - Appointment of Special Prosecuting Attorney by the Court (and Oath and Acceptance)	<a href="#">Supreme Court - Ind. Trial Rule 77 (D)</a>	Record in the RJO for the appropriate court	Court Records Division

<b>Type of Document</b>	<b>Authority</b>	<b>Method for Filing</b>	<b>Location of Record</b>
Order - Supreme Court Order of Appointment of Senior Judge	<a href="#">Supreme Court - Ind. Trial Rule 77 (D)</a>	Record the original in the Non-Judicial Order Book and a copy in the RJO for the appropriate court.	Court Records Division
Order - Supreme Court Order Creating or Amending Rules of Procedure	<a href="#">Supreme Court - Ind. Trial Rule 77 (D)</a>	Post as required by Order and maintain original as unique record and destroy upon publication of the yearly rules.	Chief Deputy Clerk, Central Services Division, and Law Library
Order - Supreme Court Order or Notice for Failure to Comply with CLE Requirements, Orders of Disciplinary Suspension, Orders Granting Admissions to the Bar, etc.	<a href="#">Supreme Court - Ind. Trial Rule 77 (D)</a>	Record in Non-Judicial Order Book	Central Services Division
Recovery Agent Registry (Also known as 'Bail Agent Registry')	<a href="#">Ind. Code 27-10-3-17</a>	File as a unique record in a separate file system. NOTE: Refer to Clerk's instructions regarding the Bail Agent / Recovery Agent Registry.	Central Services Division
Resolutions or Memorials from Local Bar Associations	Traditional Practice of Members of the Local Bar Association and Local Judiciary	Record in Non-Judicial Order Book	Central Services Division
Rules - Non-Case Specific Rules (with no court case number) from the Local Court	<a href="#">Local Court Order from the Allen Circuit and Superior Court &amp; Ind. Trial Rule 81</a>	Record the original in the Non-Judicial Order Book and a copy in the RJO for the appropriate court. It should be filed as a CB (Court Business) case type.	Central Services Division and Court Records Division
Seal - Allen County Recorder's Official Seal - Impression and Verified Description	<a href="#">Ind. Code 36-2-11-23(a)</a>	Record in Non-Judicial Order Book	Central Services Division

Type of Document	Authority	Method for Filing	Location of Record
Tort Claim - Notice of Tort Claim (Against Governmental Agencies or Political Subdivisions)	<a href="#">Ind. Code 34-13-3-8</a>	<p>Effective 1/14/2014: File-stamp the document and give it to the Administrative Assistant in the Administrative Division. The Administrative Assistant will forward a copy to the Chief Deputy and the Clerk of the Court. The original should be sent to the Clerk's County Attorney liason (Tom Hardin as of 1/14/2014) <b>***NOTE:</b> Although the document itself is generally not filed as the lawsuit itself, the Supervisor and/or Clerk should review it to determine if the claimant intended it to be treated as a complaint. If determined to be a complaint, a new case should be filed with the CT (Civil Tort) case type (See letter dated 12/3/2002 regarding Pro Se Filings from Attorney Laura L. Reuss)</p>	