

## **Important Information regarding implementation of Lake County Civil Sheriff eService Program**

Dear LCBA Members,

Have you ever ordered something and tracked the item's shipping status online until it arrived at your front door? The Lake County Sheriff's Department, in conjunction with Cenifax (Lake County Government's IT contractors), has developed a system that will practically do the same for service of documents by Sheriff, except the documents are considered "the packages." ***This process will be mandatory for all defendants that reside in Lake County, Indiana.***

There will be a training seminar as detailed below, where attendees will learn how to create a cover sheet that will generate a QR code and be attached to the documents, which begins the tracking process. In addition, they will be trained on the system. The system will perform the following:

1. Plot the defendant's address and provide the proper Civil Sheriff's office address (there are 3) to either mail or hand-deliver documents to be served.
2. Instruct the filer on the proper service document preparation prior to office delivery
3. Allow authorized personnel to view the current status of delivery in real-time
4. Allow authorized personnel to view the date and time of each status up to and including delivery
5. Send delivery notification (successful or unsuccessful) to the filer via email as well as attach an official return of service in PDF form.
6. Send the return of service PDF to the appropriate Clerk's email box for upload to the docket.

The system is in its final phase of testing and is expected to go "live" in approximately mid-December. Currently, Lake County is the first county to implement this system, with the hope that the entire state will eventually follow suit. The Sheriff's Department is partnering with the Legal Support Section of the

Lake County Bar to provide training to all interested LCBA members. Early training and awareness are key in helping to make this a smooth, yet quick transition!

The training seminar will take place at the Lake County Bar Association on December 10, 2019, the morning session is 9:00-11:00 a.m., and the afternoon session is 1:00-3:00 p.m. The training seminar will also be videotaped to show at a later date in early 2020, in the event you cannot attend the training in December. Instructional PDFs and a tutorial will be created by Officer Scott Jordan, the project's co-manager and seminar instructor, and will be made available at a later date. The tutorial will be a simple step-by-step reference for those who want to know how to create a cover sheet.

The seminar is free to all members, and attendees will receive 2 CLE credit hours for attending (credit for the 2019 year, if needed). Early registration is strongly recommended and is required to accommodate everyone. Please RSVP your completed registration form by December 5, 2019 via e-mail to Debra White.

If you should have any questions, please e-mail Debra White at [executive@lakecountybar.com](mailto:executive@lakecountybar.com).