

SUPERIOR COURT OF LAKE COUNTY
COUNTY DIVISION, ROOM TWO
JUDGE SHEILA M. MOSS
PHONE (219) 755-3580

IMPORTANT INFORMATION ON COURT PROCEDURES DUE TO COVID19

As a result of the Coronavirus Public Health Emergency, the Governor's office and the Supreme Court of Indiana, our court will be implementing new procedures to protect the health and well-being of both the public and staff members. The procedures are being put into effect as an effort to employ social distancing by limiting the number of people in the Lake County Government Building.

Beginning Monday, August 2, 2021, this Court is **REQUIRING IN-PERSON APPEARANCES FOR ALL COURT HEARINGS** and **MASKS** are required to be worn, with social distancing measures in place. You will be required to appear in the courtroom of Judge Sheila M. Moss or Magistrate Belzeski at the Lake County Government Center located at 2293 North Main Street, Crown Point, Indiana 46307. No person will be allowed in the courtroom unless you are the Defendant, Respondent, Plaintiff, or Lawyer in the case. If your case is set for trial or a hearing that requires witnesses, they will be asked to remain in the hall until their presence is required in the courtroom. **You will no longer be permitted to appear virtually through the Zoom app for court**; unless you are out of state, sick, or are represented by an attorney. In order to appear for court virtually through the Zoom app, you must request permission in writing from the Court at least **SEVEN DAYS** prior to your scheduled court appearance, **NO EXCEPTIONS!** You must make this request prior to every hearing/court date that is scheduled, just because you were granted for permission for your previous court date does not mean it is for all of your court dates. Also, there will be no cases added on to the court call the day of court, **NO EXCEPTIONS!**

Please also be advised that if you have **NOT** been granted permission by the Court to appear for your court date remotely by the Zoom app, the Court **WILL** consider that as a **Failure to Appear for Court** and may proceed in your absence which can result in issuing a warrant for your arrest and/or a driver's license suspension for criminal cases, infractions or ordinance violations. For Civil cases this could result in a default judgment, eviction, garnishment dismissal or other adverse actions being taken against you.

IF YOU HAVE PREVIOUSLY BEEN GRANTED PERMISSION TO APPEAR REMOTELY for **Criminal Court and Town and City Court (ordinance violations)** you may open Zoom, with a cellphone, laptop, or computer that has access to microphone and webcam or click on the following link:

<https://zoom.us/j/2180959113?pwd=dEo2cngxcUpFUkQ5U0d4ZE1FNW1Qdz09>

You will then be asked to enter the meeting ID and password, which are as follows:

Meeting ID: 218 095 9113

Password: 2222

If you do not have the technology to participate and your hearing is non dispositional, you may participate by phone using this Zoom telephone number 1(312) 626-6799 US (Chicago) and you will be prompted to enter the meeting ID and password listed above. Long distance rates may apply.

For any questions, please call (219)755-3580. If the office is closed, please email LC_Division2@lakecountyin.org. For Probation please email, probationdivision2@gmail.com.

- **IF YOU HAVE BEEN PREVIOUSLY GRANTED PERMISSION BY THE COURT TO APPEAR REMOTELY** and your case is scheduled in **Criminal Court** on the morning court call beginning at 9:00 a.m., you must be available to appear remotely between the hours of 8:30 a.m. and 12:00 p.m. If you are scheduled for the afternoon court call beginning at 1:30 p.m., you must be available between the hours of 1:00 p.m. and 3:00 p.m. Check in will begin at 8:30 a.m. for the morning call and at 1:00 p.m. for the afternoon call. You will be placed in a waiting room once you connect and you will wait until your case is called for hearing. This is essentially the way court is conducted in person so please be patient. If your case is scheduled on the **Town and City Court (ordinance violations)** court call beginning at 4:30 p.m., you must be available to appear remotely between the hours of 4:00 p.m. and 6:00 p.m. with check in beginning at 4:00 p.m.
- **IF YOU HAVE PREVIOUSLY BEEN GRANTED PERMISSION TO APPEAR REMOTELY** for **Small Claims/Civil Court** you may open Zoom, with a cellphone, laptop, or computer that has access to microphone and webcam or click on the following link:

<https://zoom.us/j/6758882973?pwd=TkNoNTgxMFJlUaUs0MkhDT2pUblIxUT09>

You will then be asked to enter the meeting ID and password, which are as follows:

Meeting ID: 675 888 2973

Password: 2222

For Small Claims, if you do not have the technology to connect through Zoom and your hearing is not a Bench Trial, and need to participate by telephone you may call (312) 626-6799 and you will be prompted to enter the meeting ID and password listed above. Long distance rates may apply.

- **IF YOU HAVE PREVIOUSLY BEEN GRANTED PERMISSION TO APPEAR REMOTELY** for your scheduled date in **Civil Court/Small Claims** on the morning court call, you must be available to appear remotely between the hours of 8:45 am and 12:00 p.m. If you are scheduled for the afternoon, you must be available between the hours of 12:45 p.m. and 3:30 p.m. Check in will begin at 8:45 a.m. for the morning call and at 1:00 p.m. for the afternoon call. You will be placed in a waiting room once you connect and you will wait until your case is called for hearing. This is essentially the way court is conducted in person so please be patient. We are encouraging all civil participants to call and check in first thing in the morning or afternoon no matter what time you were scheduled. However, if you are scheduled in the morning you still need to check in that morning. If you were scheduled in the afternoon you would still be required to check in that afternoon.

Finally, please note that Rule 2.17 of the Indiana Code of Judicial of Conduct prohibits the recording of Court proceedings. Accordingly, everyone who in any way participates in, sees, or hears the Court's proceedings is now ORDERED that they will not participate in, or record the proceedings in any manner. Violations of this Rule shall be punishable by Contempt of Court.

- If you are unavailable on your scheduled court date and fail to appear for the in person hearing or trial for any criminal case, infraction or ordinance violation, the proceeding may go forward without your participation. Your failure to appear may result in a finding of guilt or the issuance of a bench warrant and/or a driver's license suspension.
- If you are unavailable on your scheduled court date and you fail to appear for the in person hearing or trial in a civil case, the matter may go forward without your participation. This could result in a default judgment, eviction, garnishment, dismissal or other adverse action being taken against you.
- If you are requesting a continuance for any type of case the request must be in writing and submitted to the court by **E-FILE** at least ten days prior to the hearing, to facilitate the Court's review. There will be no walk-in defendants,

plaintiffs, or counsel not appearing on the Court's docket. Any motions/orders filed by Attorneys must be filed ten days prior to the scheduled court date for the Court's review, **NO FAXES WILL BE ACCEPTED! NO EXCEPTIONS!** For Pro SE Persons (Unrepresented), you must file your request for a continuance or any other requests/motions through the Clerk's office.

- Attorneys Please note - All requests **MUST** have a separate motion and order for that request, No CCS entry forms will be accepted or any motion and ordering putting every request on one motion and order.

For Example: If you are an attorney entering your appearance on a criminal case, waiving the Initial Hearing, pleading not guilty, requesting discovery and entering a jury demand; you would e-file the following:

- Appearance form (One Page)
- Motion for Discovery and an Order Granting the Motion for Discovery
- Motion Waiving the Initial Hearing and an Order Granting the Waiver of Initial Hearing (If you are waiving the initial hearing on an Operating While intoxicated, an Acknowledgment of Administrative Driver's License form signed by the Defendant must be filed or it will be denied) (Waiver of Initial Hearings on all felonies will be DENIED, those must be held in open court.)
- Answer to the Charges (Not guilty plea entered to the charges. This is a one-page document. You may also enter a not guilty plea within your motion to waive initial hearing. If the not guilty pleas are not entered, your motion to waive initial hearing will be denied.)
- Motion or Request for Discovery Filed and an Order Granting Motion or Request for Discovery. (Do not request anyone's social security numbers, it will be denied.)
- Jury Demand (One Page)
- Waiver of Trial Rule 4C (If necessary, this is also a one-page document.)
- Please do not file CCS entry forms, that were done in previous years, they will not be accepted as there is no place for them in Odyssey and are not required.

All Plea agreements in Criminal cases must be e-filed seventy-two (72) hours prior to the court hearing. The plea must be accompanied by the Waiver of Rights form, The Waiver of In-Person Plea and/or Sentencing Hearing, the Miscellaneous Fee Order (specifying costs) form, and the Habitual Traffic Offender Violator Advisement form (for driving offenses), Acknowledgment of Driver's License Suspension, if waiving initial hearing. All forms must be signed by everyone involved and submitted prior 3 to 5 days prior to the hearing. There will be no exceptions. If any required document is missing, your case will be continued.

FOR ANY PARTICIPANT IN A CASE, including but not limited to attorneys, public defenders, prosecutors, defendants, respondents, etc. NO ONE will be permitted to file hard copies of any paperwork and request that a court staff member scan it into Odyssey the day of court. NO EXCEPTIONS! Your case will be continued.

For any attorney on the case, you are NOT permitted to fax or email any paperwork, pleas, corresponding plea documents, any motions and orders, including motions and orders to continue, if you do, they will be discarded and the Court will consider it not received.

For any defendant who is emailing the Court, you must have your full name, case number, home address, email address and cellphone number within the email. Once you provide your email address, all correspondence and court notices will now be emailed to you and no longer delivered through US Mail.