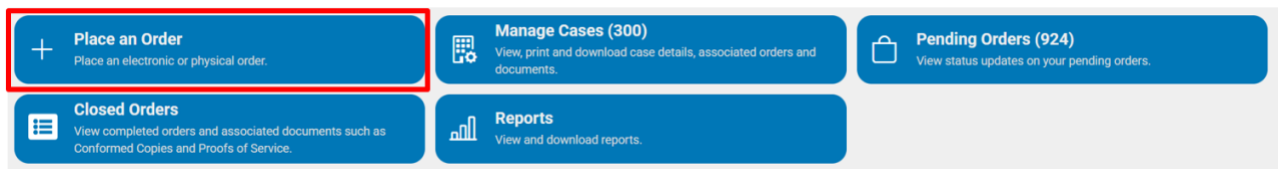


How to Place an Indiana Court eFiling

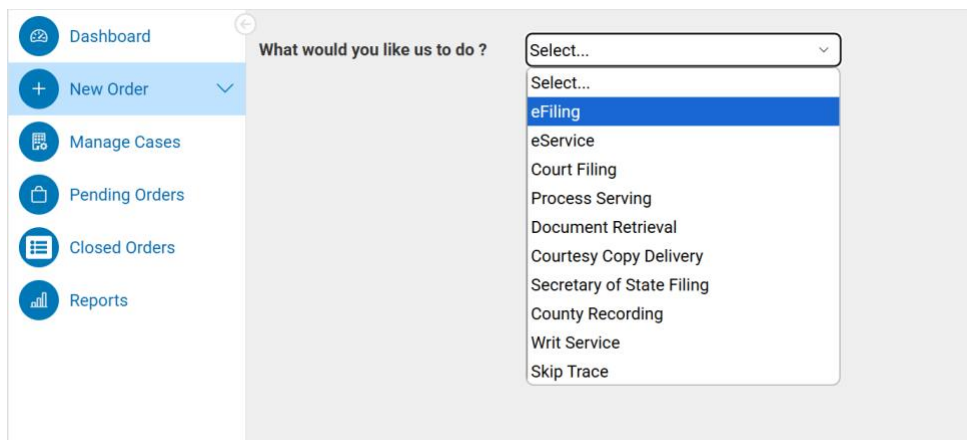
Rapid Legal offers eFiling in all 92 Indiana court counties. Log in to the Rapid Legal portal by entering your email, password and clicking on the “Login” button. *Please note: We recommend using any modern browser for the best experience.*

Once in the portal, complete the following steps:

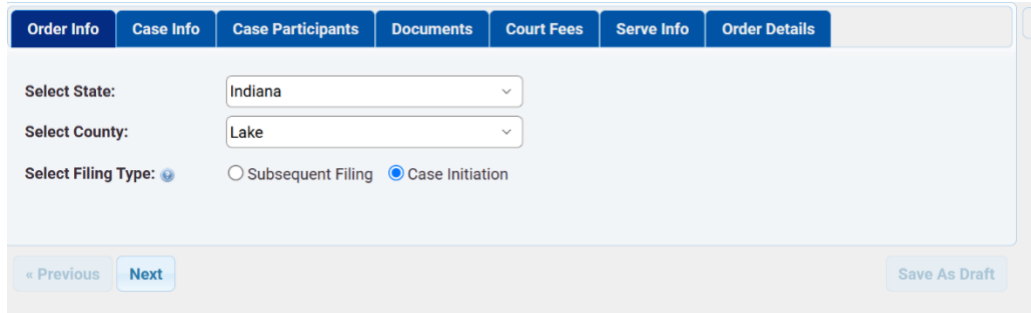
1. Select **Place an Order**.



2. Select **eFiling** in the **What would you like us to do?** drop-down menu.

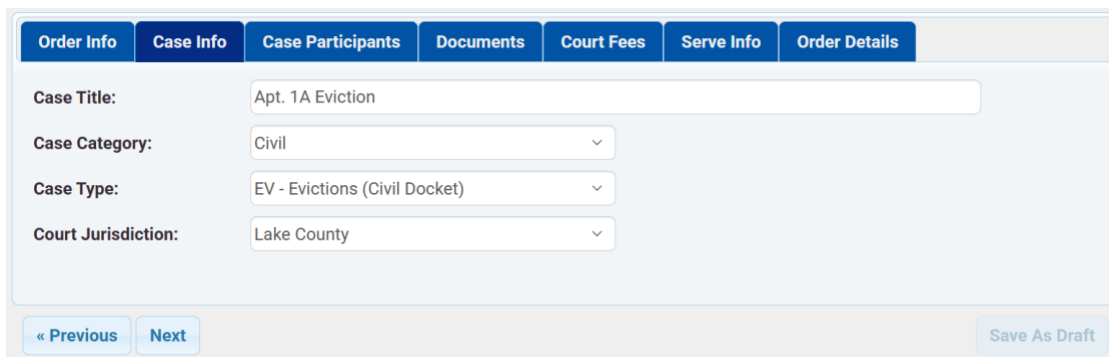


3. Select **Indiana** under the **Select State** drop-down menu and choose your county in the **Select County** drop-down menu. Then, choose **Subsequent Filing** or **Case Initiation** in the **Select Filing Type** row. Select **Next**.



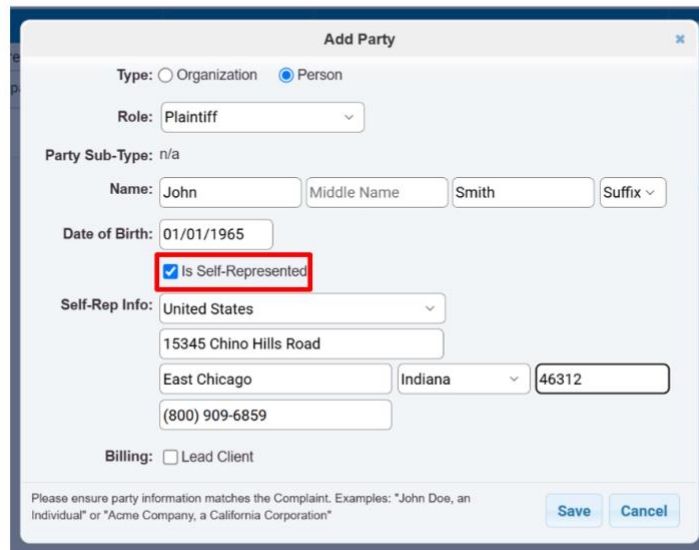
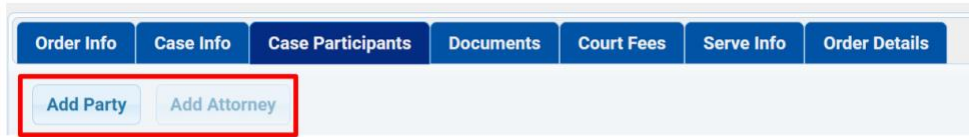
Order Info	Case Info	Case Participants	Documents	Court Fees	Serve Info	Order Details
Select State:	Indiana					
Select County:	Lake					
Select Filing Type:	<input type="radio"/> Subsequent Filing	<input checked="" type="radio"/> Case Initiation				
< Previous		Next >		Save As Draft		

4. On the **Case Info** tab, enter the **Case Title**. Use the drop-down menus to select the **Case Category**, **Case Type**, and **Court Jurisdiction** for your case. Then, select **Next**.



Order Info	Case Info	Case Participants	Documents	Court Fees	Serve Info	Order Details
Case Title:	Apt. 1A Eviction					
Case Category:	Civil					
Case Type:	EV - Evictions (Civil Docket)					
Court Jurisdiction:	Lake County					
< Previous		Next >		Save As Draft		

5a. On the **Case Participants** tab, add parties to your eFiling by selecting **Add Party** and **Add Attorney**. If you're representing yourself in the case, check the box beside **Is Self-Represented** and enter your information. Then, select **Save**.

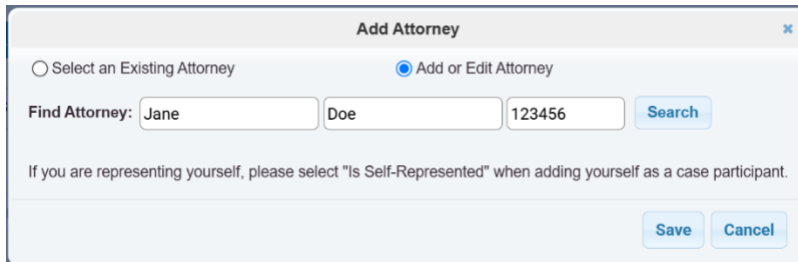


A screenshot of the 'Add Party' form. The form is titled 'Add Party' and has a close button (X) in the top right corner. It contains the following fields and options:

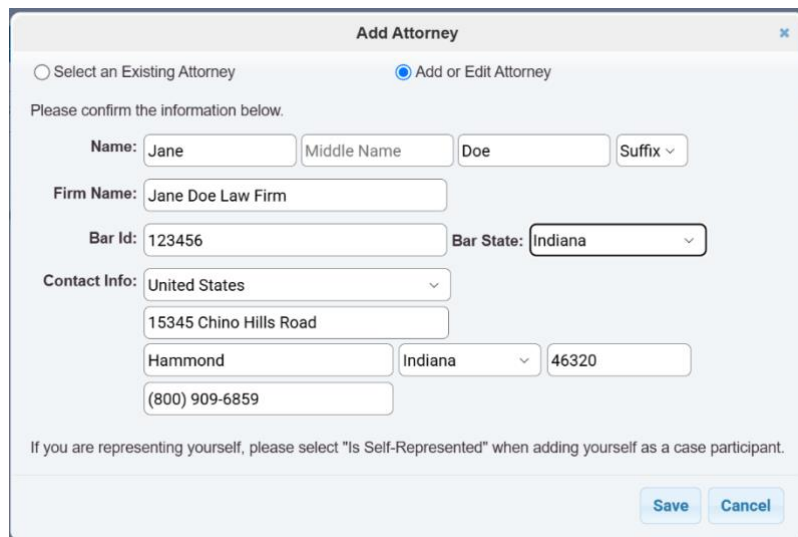
- Type: Organization Person
- Role: Plaintiff (dropdown menu)
- Party Sub-Type: n/a
- Name: John (text input), Middle Name (text input), Smith (text input), Suffix (dropdown menu)
- Date of Birth: 01/01/1965 (text input)
- Is Self-Represented (checkbox, highlighted with a red box)
- Self-Rep Info: United States (dropdown menu)
- 15345 Chino Hills Road (text input)
- East Chicago (text input), Indiana (dropdown menu), 46312 (text input)
- (800) 909-6859 (text input)
- Billing: Lead Client

At the bottom of the form, there is a note: "Please ensure party information matches the Complaint. Examples: *John Doe, an Individual* or *Acme Company, a California Corporation*" and two buttons: Save and Cancel.

5b. If you're an attorney, follow step #5a to add your client as a party first. Then, select **Add Attorney** to enter your name and bar ID. Then, select **Search** to validate your information in the state's database. You'll receive a prompt to enter the rest of your contact information if you're not already in the state's database. Then, select **Save**.

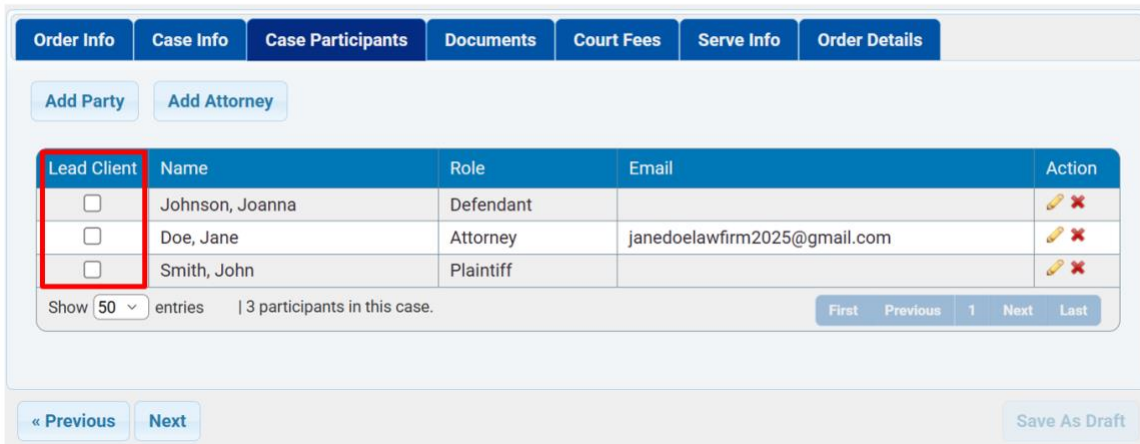


The screenshot shows a dialog box titled "Add Attorney" with a close button (x) in the top right corner. At the top, there are two radio buttons: "Select an Existing Attorney" (unselected) and "Add or Edit Attorney" (selected). Below this, the "Find Attorney:" section contains three input fields: "Jane", "Doe", and "123456". To the right of these fields is a "Search" button. Below the input fields, there is a note: "If you are representing yourself, please select 'Is Self-Represented' when adding yourself as a case participant." At the bottom right, there are "Save" and "Cancel" buttons.



The screenshot shows the same "Add Attorney" dialog box, but now with the "Add or Edit Attorney" radio button selected. Below the radio buttons, it says "Please confirm the information below." The form contains several fields: "Name:" with sub-fields for "Jane", "Middle Name", "Doe", and a "Suffix" dropdown; "Firm Name:" with the text "Jane Doe Law Firm"; "Bar Id:" with "123456" and "Bar State:" with a dropdown menu showing "Indiana"; "Contact Info:" with a dropdown menu showing "United States", a text field with "15345 Chino Hills Road", a dropdown menu showing "Hammond", a dropdown menu showing "Indiana", a text field with "46320", and a text field with "(800) 909-6859". Below the fields, there is the same note as in the previous screenshot: "If you are representing yourself, please select 'Is Self-Represented' when adding yourself as a case participant." At the bottom right, there are "Save" and "Cancel" buttons.

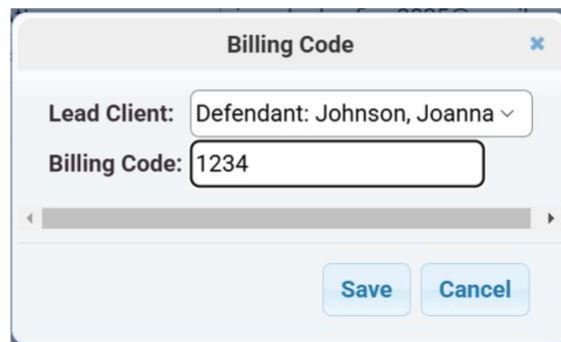
6. All cases must have a Lead Client. Check the box next to the **Lead Client**. A Billing Code pop-up will appear; enter the applicable billing code and select **Save**. Then, select **Next**.



Lead Client	Name	Role	Email	Action
<input checked="" type="checkbox"/>	Johnson, Joanna	Defendant		
<input type="checkbox"/>	Doe, Jane	Attorney	janedoelawfirm2025@gmail.com	
<input type="checkbox"/>	Smith, John	Plaintiff		

Show 50 entries | 3 participants in this case.

« Previous Next Save As Draft



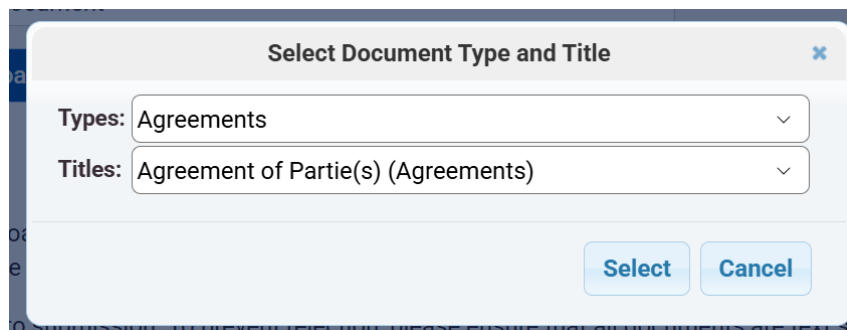
Billing Code

Lead Client: Defendant: Johnson, Joanna

Billing Code: 1234

Save Cancel

7. Attach your supporting documents to the eFiling. You may search by **Document Type** or select **Pick from list** to view available document options. Choose the appropriate **Document Type** and **Title** from the drop-down menus. Then, choose **Select**.




Select Document Type and Title

Types: Agreements

Titles: Agreement of Partie(s) (Agreements)

Select Cancel

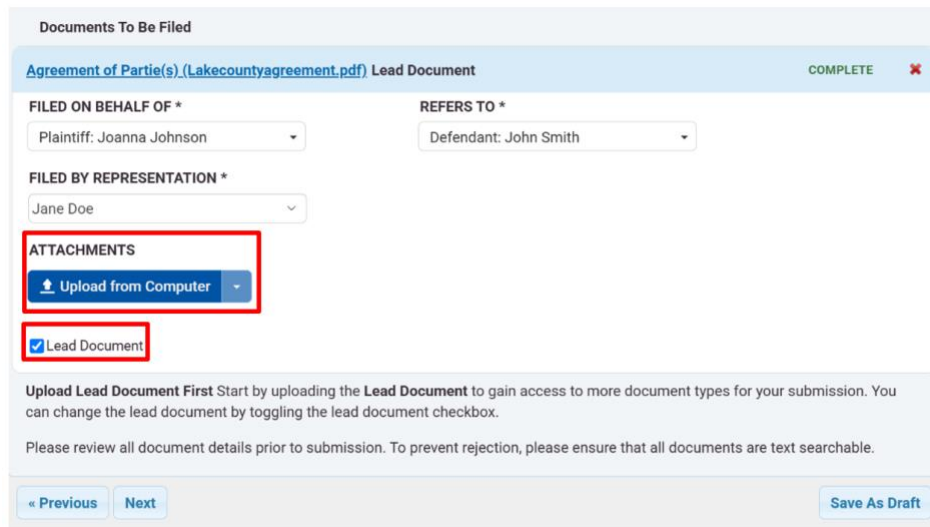
8. Mark the document as a **Public document** or **Confidential** using the **Select Security Level** drop-down menu. Then, select **Upload from Computer** to add your document.



The screenshot shows a navigation bar with tabs: Order Info, Case Info, Case Participants, Documents, Court Fees, Serve Info, and Order Details. Below the tabs, there are several steps for document upload:

- 1. Select Document Type: Contains Starts With. A text input field contains "Agreement of Partie(s) (Agreements)" and a link "or, [Pick from list](#)".
- 2. Enter Title: A text input field contains "Agreement of Partie(s)".
- 3. Select Security Level: A dropdown menu is highlighted with a red box, showing "Public document".
- 2. Upload File: A blue button labeled "Upload from Computer" with an upward arrow icon.

9. After your document has been successfully uploaded, use the drop-down menus to select the parties to whom the document applies (i.e., Filed On Behalf Of, Filed by Representation, Refers To). Check the **Lead Document** box to mark your first uploaded file as the Lead Document. If you have attachments, such as exhibits, supporting documents, or appendices to briefs, that are related to the Lead Document, select **Upload from Computer** under the **Attachments** header.



The screenshot shows the "Documents To Be Filed" section for a document titled "Agreement of Partie(s)_(Lakecountyagreement.pdf) Lead Document" with a "COMPLETE" status and a red close icon. The form includes several dropdown menus:

- FILED ON BEHALF OF *: Plaintiff: Joanna Johnson
- REFERS TO *: Defendant: John Smith
- FILED BY REPRESENTATION *: Jane Doe

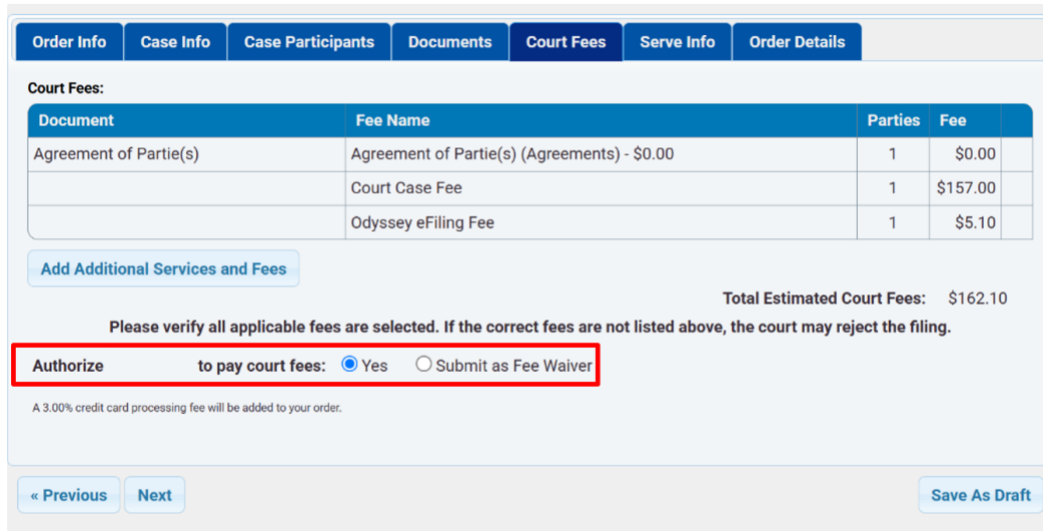
Below these are two red boxes highlighting key elements:

- An "ATTACHMENTS" section with a blue button labeled "Upload from Computer" with an upward arrow icon.
- A checked checkbox labeled "Lead Document".

At the bottom, there is a "Save As Draft" button and navigation links for "Previous" and "Next".

If you have additional Lead Documents and Attachments to upload, repeat steps 8 and 9. Once all your documents are uploaded, select **Next**.

10. A summary will be generated to provide you with the **Total Estimated Court Fees** based on the type of documents you selected. Select the **Yes** bubble to authorize the EFSP to pay the court fees or select **Submit as Fee Waiver**, if applicable. Then, select **Next**.



Court Fees:

Document	Fee Name	Parties	Fee
Agreement of Partie(s)	Agreement of Partie(s) (Agreements) - \$0.00	1	\$0.00
	Court Case Fee	1	\$157.00
	Odyssey eFiling Fee	1	\$5.10

Total Estimated Court Fees: \$162.10

Please verify all applicable fees are selected. If the correct fees are not listed above, the court may reject the filing.

Authorize to pay court fees: Yes Submit as Fee Waiver

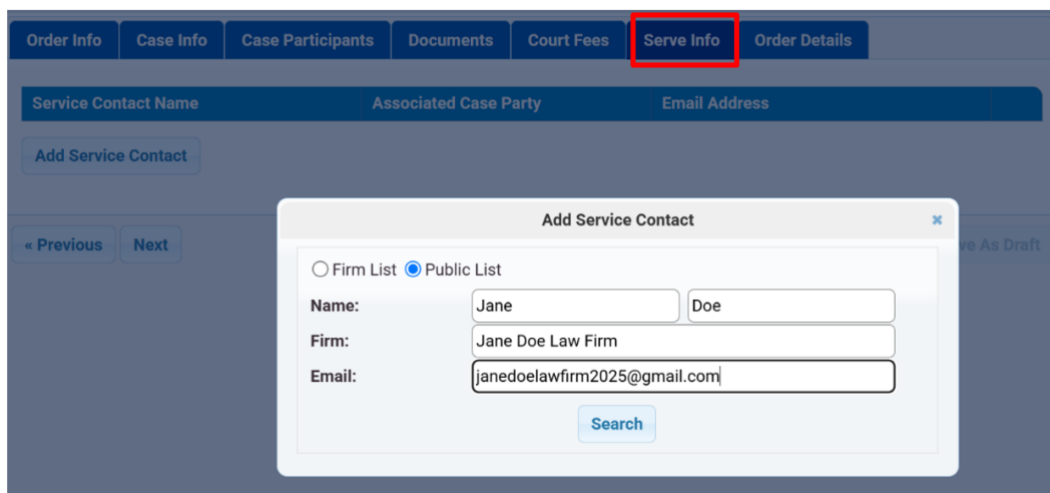
A 3.00% credit card processing fee will be added to your order.

11. If you want to keep parties updated about this case via eService, you can do so in the **Serve Info** tab. Enter the contact’s name, firm (if applicable), and email address. Then, select **Search**.

Note #1: This step is optional. This tab’s data will auto-populate for subsequent eFilings.

Note #2: The Serve Info tab is **not the same** as Service of Process. The Serve Info tab is used to provide parties with electronic updates related to the case.

Note #3: The Public List is **only searchable**. You cannot add someone to Indiana’s Public List. If you’d like to be added to Indiana’s Public List, contact your local court.



Serve Info

Service Contact Name	Associated Case Party	Email Address
Add Service Contact		

Add Service Contact

Firm List Public List

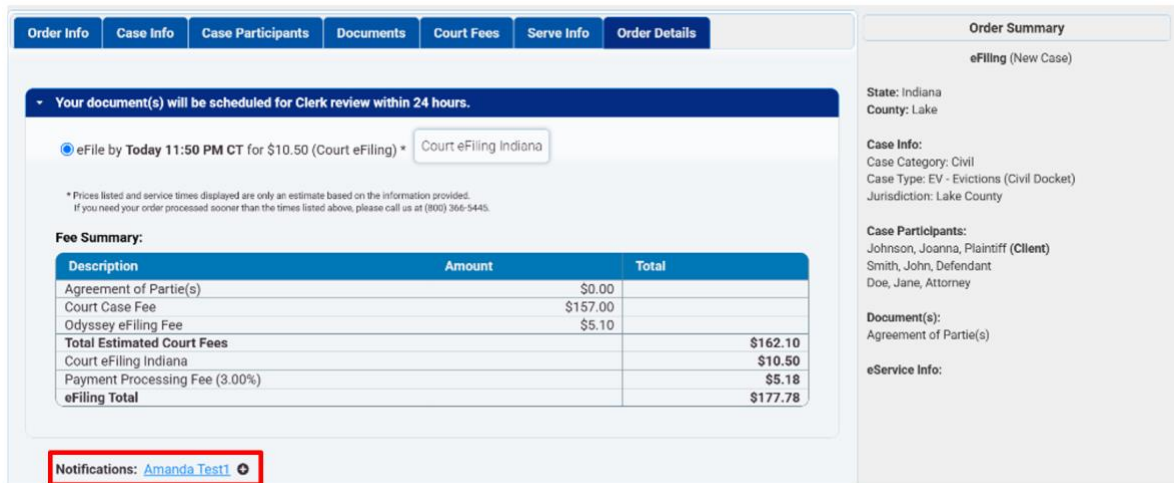
Name:

Firm:

Email:

Search

12. Review your order details and select who you want to notify about this order.



Order Summary

eFiling (New Case)

State: Indiana
County: Lake

Case Info:
Case Category: Civil
Case Type: EV - Evictions (Civil Docket)
Jurisdiction: Lake County

Case Participants:
Johnson, Joanna, Plaintiff (Client)
Smith, John, Defendant
Doe, Jane, Attorney

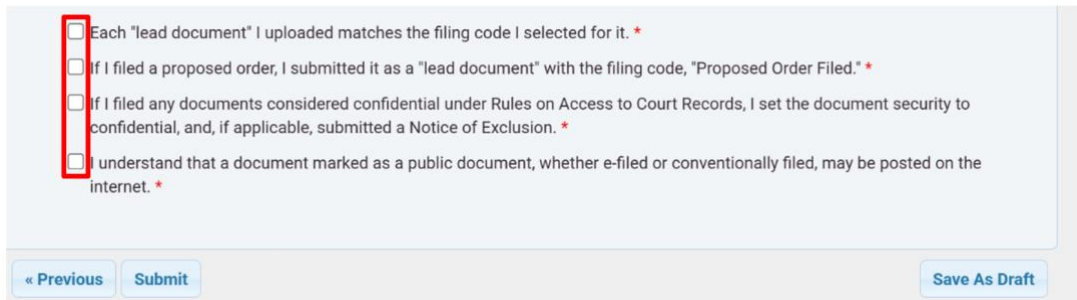
Document(s):
Agreement of Partie(s)

eService Info:

Description	Amount	Total
Agreement of Partie(s)	\$0.00	
Court Case Fee	\$157.00	
Odyssey eFiling Fee	\$5.10	
Total Estimated Court Fees		\$162.10
Court eFiling Indiana		\$10.50
Payment Processing Fee (3.00%)		\$5.18
eFiling Total		\$177.78

Notifications: **Amanda Test1**

13. Read each of the required eFiling statements and check the box with each statement to indicate that you understand and agree. Then, select **Submit** to place your Indiana eFiling order.



Each "lead document" I uploaded matches the filing code I selected for it. *

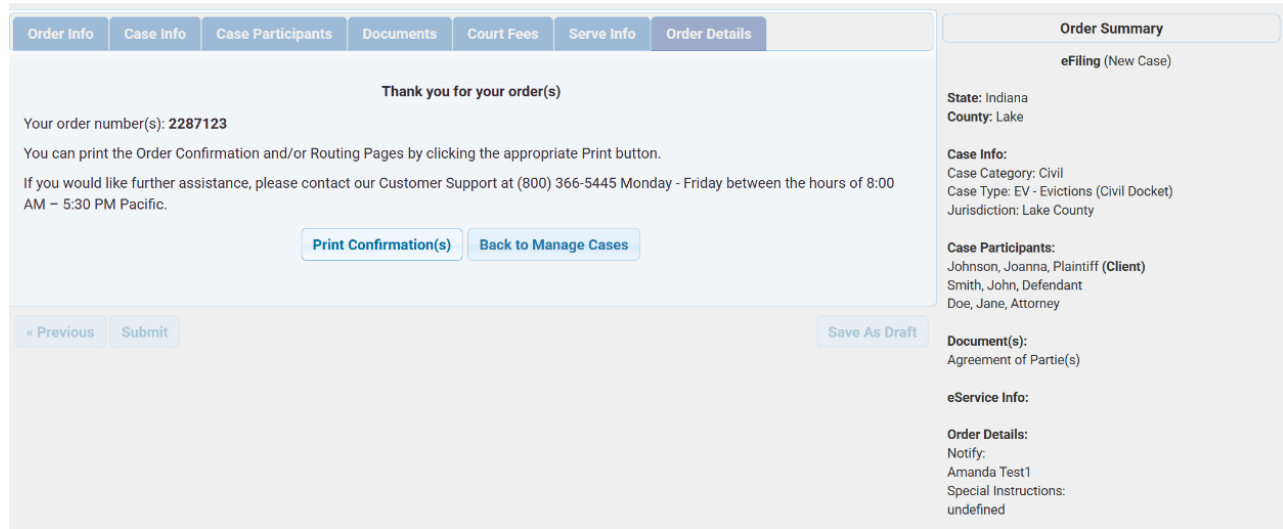
If I filed a proposed order, I submitted it as a "lead document" with the filing code, "Proposed Order Filed." *

If I filed any documents considered confidential under Rules on Access to Court Records, I set the document security to confidential, and, if applicable, submitted a Notice of Exclusion. *

I understand that a document marked as a public document, whether e-filed or conventionally filed, may be posted on the internet. *

« Previous **Submit** Save As Draft

14. Once the **Thank you for your order(s)** screen appears, you have successfully submitted your Indiana court eFiling order.



The screenshot shows a web interface with a navigation bar at the top containing tabs: Order Info, Case Info, Case Participants, Documents, Court Fees, Serve Info, and Order Details. The main content area is titled "Thank you for your order(s)" and displays the following information:

- Your order number(s): **2287123**
- You can print the Order Confirmation and/or Routing Pages by clicking the appropriate Print button.
- If you would like further assistance, please contact our Customer Support at (800) 366-5445 Monday - Friday between the hours of 8:00 AM - 5:30 PM Pacific.

Below the text are two buttons: "Print Confirmation(s)" and "Back to Manage Cases". At the bottom left of the main area are "Previous" and "Submit" buttons, and at the bottom right is a "Save As Draft" button.

On the right side, there is an "Order Summary" panel with the following details:

- eFiling (New Case)**
- State:** Indiana
- County:** Lake
- Case Info:**
 - Case Category: Civil
 - Case Type: EV - Evictions (Civil Docket)
 - Jurisdiction: Lake County
- Case Participants:**
 - Johnson, Joanna, Plaintiff (Client)
 - Smith, John, Defendant
 - Doe, Jane, Attorney
- Document(s):**
 - Agreement of Partie(s)
- eService Info:**
- Order Details:**
 - Notify: Amanda Test1
 - Special Instructions: undefined

Frequently Asked Questions

1. What eFiling types are supported?

Both case initiation and subsequent eFilings are available.

2. What case categories/types are available?

Indiana eFilings will support the following categories (varies by county):

- Appellate
- Civil
- Domestic
 - Family
 - Probate
 - Mental Health

3. Which courts are supported?

eFiling is available in all 92 Indiana county courts.

4. Will Expert Review be available by Rapid Legal?

No, Expert Review is currently only available for California courts.

5. Can I file and serve in Indiana?

No. Using the Rapid Legal portal, customers cannot submit eFile and serve in the same order in Indiana. However, a service of process order can be placed separately.