



LISBETH A. BORGMANN

Clerk of the Allen Circuit and Superior Courts

Allen County Courthouse ♦ 715 S. Calhoun Street ♦ Fort Wayne, Indiana ♦ 46802

E-FILING IN ALLEN COUNTY COURTS

Voluntary for Attorneys on February 6, 2017

Mandatory for Attorneys on April 7, 2017

What you need to do:

1. Visit courts.in.gov/efile to select an E-Filing Service Provider (EFSP). An EFSP will allow you to e-file documents with the Court. An '[E-Filing User Guide](#)' is also available on this page and will provide general information regarding the transition. The Clerk and Court will be using a different interface and will not be in a position to provide training or troubleshoot for e-filers. Each EFSP will offer various features and cost structures.
2. Review [IN Trial Rule 86](#) for the latest rules applicable to e-filing.
3. **REDACT** confidential information from filings. See [IN Administrative Rule 9](#) for additional information. The Clerk is not responsible for auditing filings to uncover confidential information. Sanctions may be imposed by the Court for noncompliance with this rule.
4. Have patience. This will be a major transition for everyone involved in the judicial system. New procedures are being implemented throughout the Courts and will change nearly every aspect of case processing.

*An electronic version of this document with clickable links is available on the Clerk's website (www.allencountyclerk.us). This document along with the latest updates for E-Filing in Allen County can be found in the E-Filing tab on the left-side of the Clerk's homepage.