

PRO SE LITIGANTS POLICY

Ways to Submit your Documents

Option 1: Personally stop into the Clerk's Office

What is your cause/case number?

Need to know if it is a Civil or Criminal Motion/Request form being requested.

****On the form, you must document what you are requesting from the Court, with all areas completed and your signature.**

Option 2: Obtain form from the Clerk's website

<https://www.co.adams.in.us/174/Clerks-Office>

Civil cases: form labeled as Civil Motion Request Form

Criminal cases: form labeled as Criminal Motion Request Form

These forms can be found on left side of website under Civil or Criminal link

Personally stop into the Clerk's Office to turn in the form

or mail it to: Adams County Clerk's Office

112 S 2nd Street – Room A

Decatur IN 46733

****On the form, you must document what you are requesting from the Court, with all areas completed and your signature.**

Option 3: E-File with recommended providers at in.gov

First, do YOUR research before efileing your document(s) on your case

<https://www.in.gov/courts/efiling/>

Efile: **efile.incourts.gov**

Please note your efileing can be rejected if not completed properly

We no longer accept pleadings by email and that you are required to select the above-mentioned options as a pro se litigant.

Thank you,

Shelly M. Brite

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Adams County Circuit Court Clerk

Pro Se: Appearing as one self, acting as own attorney. Do not ask, expect help or obtain legal advice from Clerk's Office, Court Staff nor the Judge.

as of August 2025