



# Monroe Circuit Court

301 North College Avenue  
Bloomington, Indiana 47404-3865  
(812) 349-2615

Dear Tenant,

Your landlord has filed an eviction case against you. As the Judges in Monroe County who preside over many of the eviction hearings, we are sharing some information with you that we hope will help you understand the Court's process regarding evictions and allow you to be in the best position to present your case. You may wish to download and review the *Renting in Indiana Handbook*, which you can request at <https://housing4hoosiers.org/send-me-renting-in-indiana/>.



**If you have not already, please apply for Rental Assistance at [www.indianahousingnow.org](http://www.indianahousingnow.org).** IERA is accepting applications that can provide up to 15 months of assistance towards past due and ongoing rent and utility payments for those who qualify. You don't have to be late on payments to apply. If you can't access the online application, please call 2-1-1 for assistance.

## Reaching Agreement Before Your Court Date

Even though a case has been filed, you may still be able to work out an agreement by contacting your landlord or your landlord's attorney, if they have one. If you are uncomfortable contacting your landlord or their attorney and you would like to mediate, you may call the Community Justice and Mediation Center (CJAM). Mediation is a neutral, voluntary and confidential process that can help you and your landlord come to an agreement. Mediation services for evictions are provided at no cost to you or your landlord. You can reach CJAM at (812) 269-6353. If you are able to work out an agreement, your landlord might agree to dismiss the case.

## Finding Legal and Financial Resources

We are fortunate here in Monroe County to have many resources available. These include the Township Trustee Offices and many social service agencies that may be able to help with short-term financial assistance, food, and alternate housing. Seeking short term financial assistance or resolving problems associated with public benefits may allow you to remain in your home. Please review the information in this packet and contact the agencies that will best help you meet your needs.

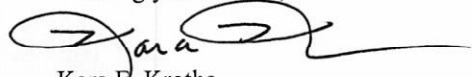
There are other organizations that focus on helping tenants find free or low-cost legal assistance. It is possible that you could have a legal defense or counterclaim and obtaining legal advice may help you remain in your home and/or reduce the amount of money that might be owed to your landlord. Do not wait until the day of your hearing to seek legal advice, contact your Township Trustee or seek assistance from social service agencies, as that might be too late to get help and it is unlikely your hearing can be delayed.

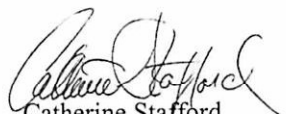
## On Your Court Date

**Make sure to attend your court hearing.** During many initial eviction and damages hearing dates, free legal advice, mediation, and social services referrals will be available through the Housing and Eviction Prevention Project (HEPP). During the COVID-19 pandemic, HEPP services are being offered via phone-in or video conference as you login for your hearing. HEPP services are available on Wednesdays from 9:00 am. to 11:00 am. and Thursdays from 1:00 pm. to 3:00 p.m., when most initial eviction and damages hearings are scheduled. You can receive same day services, but may have a better outcome if you seek assistance earlier. HEPP can be reached at (812) 340-8189 or [evictionavoidance@gmail.com](mailto:evictionavoidance@gmail.com)

If you do not have an attorney, you should consult with one before your hearing. If you have a defense or counterclaim, the attorney may provide you with advice on how to present your information or represent you that day at your hearing.

Wishing you the best,

  
Kara E. Krothe  
Judge, Monroe Circuit Court VIII

  
Catherine Stafford  
Judge, Monroe Circuit Court IV

# Tips for Small Claims Eviction Court

## How Do I Communicate with the Court?

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1. No party can provide information to the Judge without the other side being included. Please put anything you wish the Judge to consider in writing and file it with the Monroe County Clerk's office (301 N College Avenue, Blgtn, IN 47404).
2. All documents filed must include the case title and cause number (starts with '53C0') and you must send a copy of all the documents to the opposing parties.
3. Please note on your document that you have sent a copy to the opposing party (or his/her attorney), and make sure to include the name of the party that you sent the documents to, their address, and the date you sent it.

## How Do I Update my Contact Information with the Court?

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4. File an Amended Appearance. The 'Appearance' is how you tell the Court how to keep in touch with you. It's a simple document where you can update the Court with your new address, telephone number, or email address at any point throughout the proceedings. This should be filed with the Monroe Co. Clerk's office or provided to the Judge during your hearing.
5. If you move but don't notify the Court, you might not get notice of a hearing and your case could be decided without you.
6. You may decide whether you prefer to receive documents from the Court via mail or via email. If you prefer to switch how you receive documents, please file an Amended Appearance with your selection marked.

## What if I Don't Appear For My Eviction Hearing?

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7. Your court date and time for the Eviction Hearing appears on the Claim form. Make note of this and schedule appropriately.
8. If you do not show up for your hearing, a default judgment will likely be entered against you, you could be ordered to move out and may not receive notice of when your Damages Hearing (see #15, below) will take place.
9. If the landlord does not show up for the hearing, the case will be dismissed. The landlord may request a new hearing date.
10. If both parties appear and the claim is contested, a new court date for the Eviction Hearing may be scheduled due to constraints on the court's calendar and to allow time for the parties to present their information to the Judge.

## Do I Need a Lawyer?

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11. You may represent yourself, although you may have a lawyer represent you at any stage of the proceedings if you wish.
12. If you wish to be represented, only a lawyer can do that, with one exception: a business or association may be represented by a full-time employee, but only if the claim is not for more than \$6,000 and if the business files authorization for that employee in the case.
13. If you need legal advice, seek it from a lawyer. Neither the Clerk nor the Judge can offer legal advice.
14. You can find the rules for Indiana Small Claims Court at [https://www.in.gov/judiciary/rules/small\\_claims](https://www.in.gov/judiciary/rules/small_claims) and the Indiana Small Claims Manual at <https://www.in.gov/judiciary/files/small-claims-manual.pdf>

## What Happens After My Eviction Hearing?

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15. Typically, a second hearing, called a Damages Hearing, is scheduled by the Court about 60-80 days after the Eviction Hearing to determine the amount of any back rent and fees that may be owed to the landlord and to also discuss the cost of any damages to the unit and return of security deposit if applicable. Once the final damages amount is determined, it may be entered as a judgment.
16. It is possible that in addition to the damages judgment, you could be held responsible for payment of court costs, interest, and/or any attorney fees that may be due.
17. The decision of the Court may be appealed to the Indiana Court of Appeals. The appeal must conform to the strict regulations of the Indiana rules of trial and appellate procedure.



**Providing free** legal advice, mediation, housing and social service referrals to assist Monroe County tenants and landlords facing eviction.

**Contact:**

Tonda Radewan  
(812) 340-8189  
evictionavoidance@gmail.com

**Telephone or Zoom services available on:**

**Wednesdays:** 1:00 pm – 3:00 pm

**Thursdays:** 1:00 pm – 3:00 pm

**Fridays:** 9:00 am – 11:00 am

**Our thanks to the following sources for their in-kind and partial financial support in 2020:** Community Foundation of Bloomington and Monroe County, Inc., Monroe County Eviction Avoidance Working Group, United Way of Monroe County, and the Indiana Supreme Court through a 2020 Court Reform Grant award.

## Legal and Mediation Resources for Tenants and Landlords in Monroe County, IN

| Organization/Program   | Description  | How to Apply   |
|--|--|--|
| Housing & Eviction Prevention Project: Legal services                                    | Free legal advice or limited representation for any litigant involved in an active or pending small claims eviction or damages hearing.                  | <p>Telephonic (pre-hearing) and on-site* legal advice provided during initial hearings conducted Thursdays from 1:00 pm to 3:00 pm and Fridays from 9:00 am to 11:00 am.</p> <p>*Due to the COVID-19 pandemic, hearings are being held via remote appearance unless indicated otherwise. For pre-hearing advice contact District 10 Counsel in the Court at (812) 269-6463 or Justice Unlocked at (812) 650-0551 for telephonic services during the above times.</p> |
| Housing & Eviction Prevention Project: Mediation services                                | Free mediation services provided by CIAM (Community Justice & Mediation Center) for tenants and landlords wishing to resolve issues through negotiation. | <p>Telephonic (pre-hearing) and on-site* mediation services provided during initial hearings conducted on Thursdays from 1:00 pm to 3:00 pm and Fridays from 9:00 am to 11:00 am. For pre-hearing services contact (812) 269-6353 or email LTmediation@cjamcenter.org.</p>   |
| Housing & Eviction Prevention Project: Housing information and social services referrals | General (non-legal) advice and informed referrals to local agencies and non-profit organizations providing housing and other social services.            | <p>Telephonic (pre-hearing) and on-site* referral services provided during initial hearings conducted on Thursdays from 1:00 pm to 3:00 pm and Fridays from 9:00 am to 11:00 am. For pre-hearing services contact (812) 340-8189 or email evictionavoidance@gmail.com.</p>   |
| Indiana Free Legal Answers   | Website providing free legal answers to low income people with civil legal questions.  | Apply online at <a href="http://www.indiana.freelegalanswers.org">www.indiana.freelegalanswers.org</a> .   |
| Indiana Legal Services, Inc.   | Free legal advice or representation for low income people that have completed ILS financial intake process.  | Intake: Call (844) 243-8570 between 10:00 am -2:00 pm Monday through Friday.   |
| IU Student Legal Services  | Free Legal advice or representation for IU students.   | Call (812) 855-7867 between 8:00 am -5:00 p. Monday through Friday or apply online at <a href="https://studentaffairs.indiana.edu/student-support/legal-services">https://studentaffairs.indiana.edu/student-support/legal-services</a> .  |
| Justice Unlocked   | Sliding scale legal advice or representation for low income people.  | Call (812) 269-8277 between 9:00 am -5:00 pm Monday through Friday or apply online at <a href="https://justiceunlocked.com">https://justiceunlocked.com</a> .  |
| Renting in Indiana: A Handbook for Tenants and Landlords                                 | A guidebook for understanding leases, security deposits and other issues related to renting a home.  | The handbook is available as a free download on the Housing4Hoosiers website, <a href="https://housing4hoosiers.org">https://housing4hoosiers.org</a> . The website is also a resource to help renters, landlords, and property managers understand more about their rights and responsibilities with rental housing.  |

*\*Updated 8-10-2020 by the Housing & Eviction Prevention Project (HEPP)*

*\*Due to COVID-19, hearings are being held via remote appearance unless indicated otherwise.*

## **Agencies Offering Direct Financial Assistance For Shelter**

### EMMANUEL BAPTIST CHURCH

1503 West That Road, Bloomington, IN 812-824-2768

### TRINITY EPISCOPAL CHURCH

111 South Grant Street, Bloomington, IN 812-336-4466

### MONROE COUNTY UNITED MINISTRIES

827 West 14<sup>th</sup> Street, Bloomington, IN 812-339-3429

\*Can only assist once every 12 months.

### ST. VINCENT DE PAUL

1999 N. Packing House Rd, Bloomington, IN 47404 812-961-1510

\*Can only assist once every 6 months. Can also help with deposits and furniture.

### SALVATION ARMY

508 West Kirkwood Avenue, Bloomington, IN 812-336-4310

\*Can help with up to \$50.00

### SHALOM COMMUNITY CENTER

620 South Walnut Street, Bloomington, IN 812-334-5728

### FSSA CHILD PROTECTION SERVICE

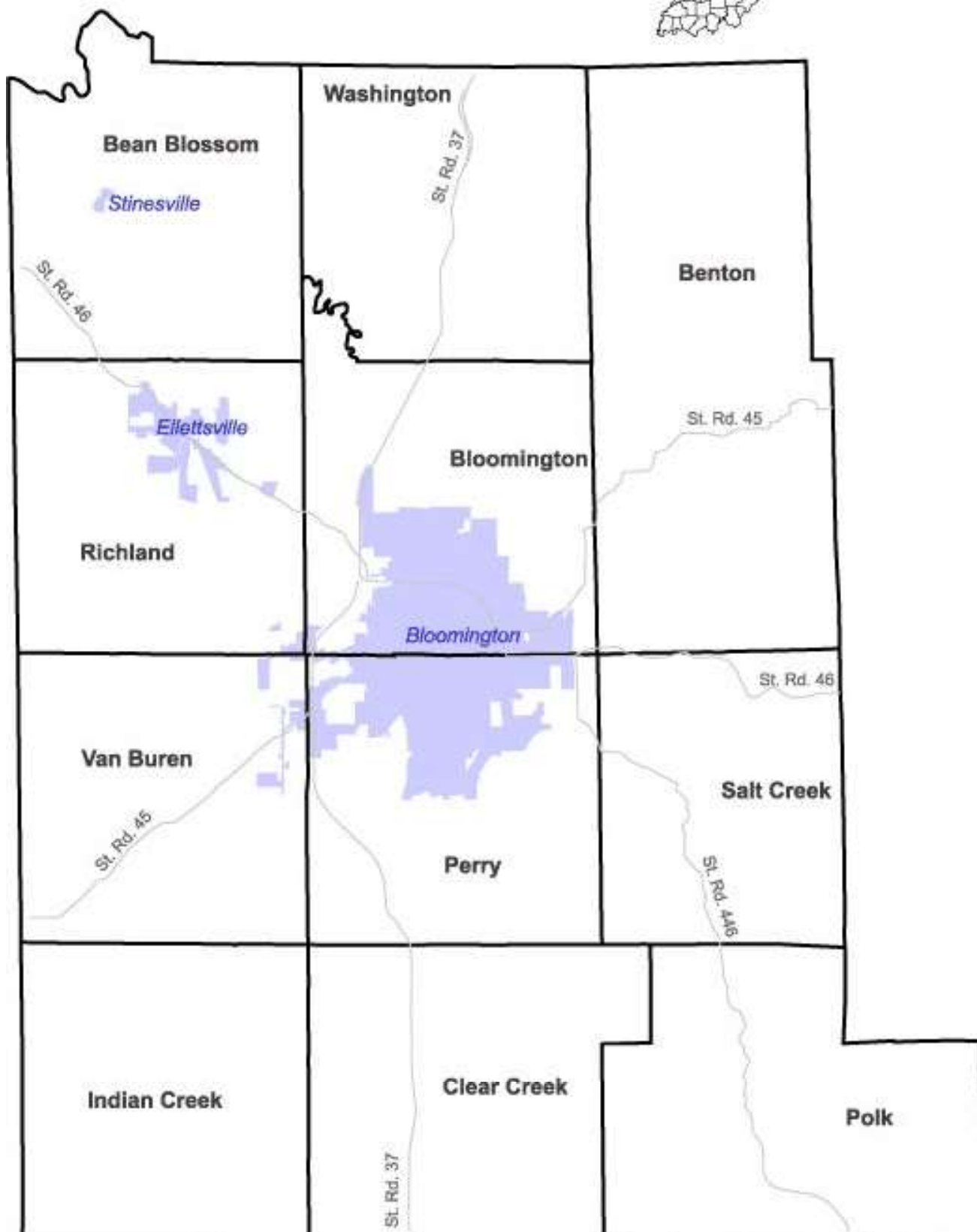
1531 South Curry Pike, Suite 300, Bloomington, IN

One month rent is possible if there is an open case on the household.

### TOWNSHIP TRUSTEES

Updated list and township map provided in packet. There are 11 Trustees. Find your appropriate Trustee using the map provided.

# Monroe County Townships



Source: Census 2000 Tiger files  
Map produced by the Indiana Business Research Center, IU Kelley School of Business

**FINANCIAL RESOURCES FOR PEOPLE FACING EVICTION**  
**MONROE COUNTY TOWNSHIP TRUSTEES**  
**FEBRUARY 2019**

| TOWNSHIP     | TRUSTEE              | ADDRESS   | PHONE        | HOURS   | EMAIL  |
|--------------|----------------------|---|--------------|---|--|
| BEAN BLOSSOM | RONALD H. HUSTON     | 7030 North Mt. Tabor Road<br>Ellettsville, IN 47429   | 812-935-7174 | By Appointment Only                                   | <a href="mailto:beanblossomtrustee19@gmail.com">beanblossomtrustee19@gmail.com</a>     |
| BENTON       | MICHELLE A. BRIGHT   | 7606 E. State Road 45 Unionville, IN<br>47468         | 812-339-6593 | By Appointment Only                                   | <a href="mailto:michelleabright@gmail.com">michelleabright@gmail.com</a>               |
| BLOOMINGTON  | KIM H. ALEXANDER     | 924 W. 17th St, Suite C<br>Bloomington, IN 47404      | 812-336-4976 | M-F 9 am - 4 pm EXCEPT<br>Wednesdays Closed 12 - 1 PM | <a href="mailto:kalexand@btfire.org">kalexand@btfire.org</a>                           |
| CLEAR CREEK  | THELMA K. JEFFERIES  | 9206 South Old SR #37<br>Bloomington, IN 47403        | 812-824-7225 | M-F 9 am - 5 pm                                       | <a href="mailto:thelma@bluemarble.net">thelma@bluemarble.net</a>                       |
| INDIAN CREEK | CHRISTOPHER REYNOLDS | 8019 S. Rockport Road<br>Bloomington, IN 47403        | 812-824-4981 | By Appointment Only                                   | <a href="mailto:indiancreektownship@gmail.com">indiancreektownship@gmail.com</a>       |
| PERRY        | DAN COMBS            | 1010 S. Walnut Street, Ste A<br>Bloomington, IN 47401 | 812-336-3713 | M-F 9 am - 3 pm                                       | <a href="mailto:administrator@perrytownship.info">administrator@perrytownship.info</a> |
| POLK         | CHRISTOPHER SPIEK    | 9220 Last Horse Lane Heltonville, IN<br>47436         | 812-837-9446 | None Listed   | <a href="mailto:cspiek@bluemarble.net">cspiek@bluemarble.net</a>                       |
| RICHLAND     | MARTY STEPHENS       | 416 South Park Street Ellettsville, IN<br>47429       | 812-876-2509 | M-F 8 am - 3 pm                                       | <a href="mailto:rtt@bluemarble.net">rtt@bluemarble.net</a>                             |
| SALT CREEK   | DONALD F. HALL       | 7333 E. Salt Creek Dr. Bloomington,<br>IN 47401       | 812-837-9140 | By Appointment Only                                   | <a href="mailto:donnhall403@yahoo.com">donnhall403@yahoo.com</a>                       |
| VAN BUREN    | RITA M. BARROW       | 2130 South Kirby Rd. Bloomington,<br>IN 47403         | 812-825-4490 | M-F 8:30 am - 4 pm Closed 12 -1<br>pm                 | <a href="mailto:ybrita@bluemarble.net">ybrita@bluemarble.net</a>                       |
| WASHINGTON   | BARBARA OOLEY        | 7974 N. Fox Hollow Road<br>Bloomington, IN 47408      | 812-876-1158 | By Appointment Only                                   | <a href="mailto:gooleyb@yahoo.com">gooleyb@yahoo.com</a>                               |