



# **CHRISTOPHER M. NANCARROW**

## **Clerk of the Allen Circuit and Superior Courts**

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

### **Types of Records**

The Clerk of the Allen Circuit Court administers the official court records for all trial court cases with jurisdiction in Allen County, Indiana. The records include but are not limited to the following types of cases:

- Civil (plenary, collection, tort, and mortgage foreclosure actions);
- Criminal;
- Domestic Relation (dissolution of marriage, legal separation, custody, support, and visitation actions);
- Probate (estate, guardianship, and trust actions);
- Protective Order; and
- Small Claim

For each court case, the Clerk is responsible for maintaining these court records:

- **Case File**  
This is a file folder that contains a copy of any order, entry, or judgment in the case and the original of all other documents relating to the case. The case file contains pleadings, motions, appearances, service of process, return of service, executions, and returns on executions.
- **Chronological Case Summary (CCS or Docket Sheet)**  
This is a sequential record of the judicial events in a proceeding and includes the title of the proceeding, the case number assigned, and the names and addresses of the parties involved in the proceeding. The CCS notes the entry of the orders, rulings, and judgments in the Record of Judgments and Orders (RJO), the entry of judgments in the Judgment Docket, as well as the file status (pending/decided).
- **Record of Judgments and Orders (RJO or Order Book)**  
This is a daily, verbatim, compilation of all judgments of the court, designated orders of the court, appellate orders and opinions, and local court rules. Any order appointing a special prosecutor and the oath of acceptance of a special prosecutor are placed in the RJO.

- **Indexes**

This is an index of all actions and proceedings filed in the trial court. Indexes are maintained in an alphabetical format and note the names of all parties and the case number of the proceeding.

- **Judgment Docket**

When a statement or transcript of any judgment for the recovery of money or costs is filed, the Clerk enters, and indexes in alphabetical order, a statement of the judgment which shows:

1. The names of all parties;
2. The name of the court;
3. The case number;
4. The book and page of the record in which the judgment is recorded;
5. The date the judgment is entered and indexed;
6. The date of the rendition of the judgment; and
7. The amount of the judgment and costs.

These Judgment Docket entries are made pursuant to Ind. Code 33-32-3-2 and include entries resulting from court cases and tax warrants. After a judgment has been satisfied, the Clerk is to be provided with a release of judgment so that a proper entry may be made.

- **Execution Docket**

Similar to the Judgment Docket, the Clerk enters all executions as they issued which specify the following information:

1. The names of the parties;
2. The amount of the judgment and the interest due; and
3. The costs.

The returns of the Sheriff on executions are also entered into this record.

- **Marriage License Applications**

- For other records kept by the Clerk, please see the Clerk's 'Miscellaneous Records' list
- The Clerk does not maintain birth, death, or real estate records