

SEVENTH DISTRICT PCR PROCEDURE:

- I. Applicant files pro-se petition with clerk of court in respective county.
- II. Clerk docketed petition and forwards information, via Judicial Branch Email, to Assistant District Court Administrator Brian McKenrick.
- III. Assistant Court Administrator or Designee reviews and files Initial Order:
 - a. Confirms docketing
 - b. Appoints counsel
 - c. Orders clerk to provide copy of application to State and appointed atty.
 - d. Orders a recasted petition or statement of no recast within 90 days of initial order.
 - e. Orders State to respond and provide record per 822.6 within 30 days of recasted filing.
 - f. Assigns a trial judge.
- IV. Trial scheduling conference will be held with Court Administrator and trial dates, final pre-trial date and other discovery and exhibit deadlines are set. Trial Scheduling Order would be entered:
 - a. Deadlines for filing summary judgment motions and exhibits be set.
 - b. Discovery deadlines will be set.
 - c. A final telephonic or in person pre-trial will be held with the assigned judge at 8:30 a.m. ten(10) days before the hearing to determine any exhibit or discovery issues and to resolve any motions.
 - d. The hearing will be held in a courtroom in the Applicable County Courthouse with the APPLICANT APPEARING BY PHONE, unless prior approval of extenuating circumstances is granted.
- V. If necessary a NOTICE OF PENDING DISMISSAL will be sent to applicant and all attorneys per IRCivPro 1.944(2). (If no action taken on case for one (1) year).