

PROCEDURES FOR FIREARM AND/OR AMMUNITION SURRENDER

1. The Respondent's Sworn Statement of Possession of Firearms and/or Ammunition will be given to every Respondent by the Bailiff at every civil calendar. The Form, printed in English on orange colored paper, will be provided to the litigants in Spanish or Creole upon request. The Bailiff, with the Judicial Assistant's help, will maintain sufficient copies of each form.
2. The Case Manager, with the Bailiff's assistance, will collect the form and verify that Respondent's name and case number are correctly listed on the form. To the extent possible, the Case Manager will insure that the form is complete, accurate, and legible. It will be the Case Manager's responsibility, with the Clerk's assistance, to provide the Judge with both the Form and court file when the case is called. The Firearm Form should always be filed in the court file.
3. If the Judge does not issue an extension of the Temporary Injunction or a Permanent Injunction, no further action may be necessary at this point. Alternatively, if a Temporary Injunction was issued but guns were not surrendered, the Judge may still direct compliance as dictated originally by Temporary Injunction, even if the injunction will expire or the case is dismissed.
4. The Judge will make an "on record" inquiry of each Respondent regarding the content of the Firearm Form. In many cases this will be as simple as verbally verifying that the Respondent does not now, and has not in the past six months, possessed a firearm and/or ammunition. In other cases it will be necessary to clarify the current status of a weapon, for example when and to whom it was sold and whether supporting documentation for the transfer has been provided.
5. If after a full inquiry, the Judge is satisfied that the Respondent is not currently in possession of a firearm and has complied with all surrender requirements, no further action is required by the court.
6. However, if the Judge determines that there has not been full compliance, or that there is inadequate documentation of compliance, the Order to Surrender Firearms should be completed and delivered to the Respondent at the conclusion of the hearing.
7. Finally, as outlined in the Order to Surrender Firearms, the Case Manager shall monitor the Respondent's compliance with providing proof of surrender. The Case Manager's will maintain a Firearms Surrender Log Book. In the event of non-compliance the Case Manager shall notify the Judge and the Judge will direct the matter be set for hearing.

STATE OF INDIANA)
) IN THE MARION SUPERIOR COURT
) SS: CRIMINAL DIVISION, ROOM 17
COUNTY OF MARION)
)
) CAUSE NO. _____

STATE OF INDIANA)
)
) VS.)
)
)
)
)

DOB: _____ SSN: _____
GALLERY NO. _____

ORDER REQUIRING SURRENDER OF FIREARM(S)

This Court has issued a No Contact Order/ No Violent Contact Order as a Condition of Pretrial Release in this case. The order is one that subjects the Defendant to the federal prohibition on possession of firearms or ammunition, 18 U.S.C. § 922 (g)(8). The Defendant has indicated that she/he possesses (a) firearm(s) and/or ammunition. Therefore, the Court is issuing this Order Requiring surrender of Firearm(s).

1. The Defendant shall surrender said firearm(s), to wit:
to the Indianapolis Police Department Property Room Annex located at 901 North Post Road, between the hours of 10:00 a.m. and 3:30 p.m. on _____.
2. The Defendant is further ORDERED to comply with that attached Instructions in surrendering the firearm(s).
3. The Clerk shall distribute a copy of this Order to the Indianapolis Police Department.

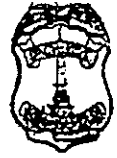
DATE: _____

SHEILA A. CARLISLE, JUDGE
MARION SUPERIOR COURT
CRIMINAL DIVISION, ROOM 17

Defendant
Marion County Prosecutor's Office
Indianapolis Police Department



Surrendering Firearms To The Indianapolis Police Department



INSTRUCTIONS

Pursuant to IC 34-26-2-12 you have been ordered to refrain from possessing a firearm for the duration of a protective order that is against you. You must adhere to the following instructions to surrender your firearms to the Indianapolis Police Department in order to satisfy the order of the court.

1. Be certain that the firearm(s) are unloaded prior to leaving your residence.
2. Store the unloaded firearm(s) in a box or bag when transporting the firearm(s).
3. Store the firearm(s) in the trunk of your vehicle. If your vehicle does not have a trunk, secure the firearm(s) on the floorboard of the passenger side of your vehicle.
4. Bring picture identification and be prepared to show your identification to the officer assigned to receive your firearm(s).
5. **DO NOT HAVE ANY WEAPONS ON YOUR PERSON.**
6. Arrive at the Indianapolis Police Department's Property Room Annex located at 901 N. Post Road on the day the court has ordered you to appear.
7. When you arrive, report to the officers in the Property Room Annex. **LEAVE THE FIREARM(S) LOCKED IN YOUR VEHICLE.**
8. Expect to be searched by an officer upon your arrival at the Property Room Annex.
9. Surrender your vehicle keys to the police officer assigned to the Property Room Annex. A police officer will retrieve all firearm(s) from your vehicle. Keep a safe distance from your vehicle and follow all directions given by the police officers.

The IPD Property Room Annex Is Open To Receive Firearms

MONDAY — FRIDAY

Between the Hours of

7:00AM AND 2:00PM

*See Map To Property Room Annex On Back