

Frequently Asked Questions

GENERAL INFORMATION

- **Where is the Marion County Clerk's Office located and what are your hours?**

The Clerk's Office is located in the City-County Building, 200 E. Washington Street, in downtown Indianapolis.

*The **Main Office**, which includes the Marriage License Desk, Civil Filings, and the Civil & Criminal Court Information Desk, is located in Room W-122. The main office is open from 8AM to 4:30PM, Monday through Friday. (Please note new marriage license applications must be started by 4PM.)*

*The **Accounting Department**, where [child support payments](#) and [bonds](#) can be paid, is located across the hall from the Main Office in Room W-123. Child support payments can be made from 8AM to 4:30PM, Monday through Friday. Bonds can be made at the Clerk's Office from 8AM to 4PM, Monday through Friday. The **Family Resource Center**, which provides assistance to pro se litigants on family-related matters, is also located in W-123 and is open from 8AM to 4:30PM.*

*The **Old Records and Microfilm Departments**, where most closed case files and older marriage records are kept, are located in the sub-basement of the City-County Building. The Records Department is open from 8AM to 4:30PM, Monday through Friday. The Microfilm Library is open from 9AM to 3PM, Monday through Friday.*

- **Is there a way for me to research (civil and/or criminal) court case information on my own?**

The Indiana Supreme Court only permits Court and Clerk's Office staff full access to Odyssey – a statewide case management system. However, a free public version can be found at <http://mycase.in.gov>. This public version allows access to basic case data including hearing dates and other matters on the Chronological Case Summary.

All new and active civil and criminal cases can be viewed through mycase.in.gov beginning June 16, 2014. Closed civil and criminal cases will continue to be available through <http://indygov.biz> for a nominal fee.

MARRIAGE LICENSES, DIVORCE DECREES, & BIRTH/DEATH CERTIFICATES

- **How do I apply for a marriage license and/or can I get married in the Clerk's office?**

First, Indiana couples must apply for their marriage license in the county where they live. For example, if you reside in Marion County and your fiancé resides in Hamilton County and your wedding is happening in Brown County, you can apply for your marriage license in Marion or Hamilton Counties, but not Brown County. (Please also keep in mind that if you plan to marry out of state, you do not apply for a marriage license in Indiana. You should research the laws in the state or country where you plan to hold your wedding.)

The marriage license application is straightforward and should be started [online](#). After submitting your online application, you must come to the Clerk's Office in the City-County Building (Room W122) during regular business hours (8a.m. to 4p.m. Monday through Friday) to provide proof of residency and to show one of the following forms of identification: a valid driver's license or state-issued ID card, an original certified birth certificate, military ID, or passport. There is no waiting period and no blood tests are required.

The fee for a marriage license is \$18 and our office accepts cash or credit/debit cards. Your marriage license is valid for 60 days, so don't apply for it too soon! If your ceremony is delayed and your license expires, you'll need to re-apply and pay the fee again.

Ceremonies are not performed in the Clerk's Office, but you can contact one of the (township) [small claims courts](#) to inquire about a civil ceremony with one of those judges.

For more information on the marriage license process, click [here](#). You can also call us at (317) 327-4740 or send an email to marriage@indy.gov.

- **Can I order a copy of a marriage license?**

To request a certified copy of a marriage license, all you need to do is follow [this link](#) and complete the necessary paperwork. (Include as much information as you can. If you do not have the marriage record number, but can provide the birth dates of the couple, please do.)

Due to the volume of requests we receive, mail-in requests can take from 2 to 3 weeks to process. If you have the ability to come into our office in person, you can likely have the order fulfilled the same day.

Please click [here](#) to verify the office hours of the department where your records are kept.

- **Can you help me find a marriage license for genealogical purposes?**

Family historians should follow the same process as above, but please understand that the Clerk's Office cannot conduct genealogical research. Researchers are welcome to visit our Microfilm Department to conduct their own research between 9AM and 3PM, Monday through Friday. If you cannot come in yourself, we suggest you contact the Indiana Historical Society or Indiana State Library for recommendations on local researchers for hire.

- **How do I request a copy of a certified divorce decree?**

To obtain a copy of a certified divorce decree, please complete [this form](#) and follow the return instructions included on the form. Due to the volume of requests we receive, mail-in requests can take from 2 to 3 weeks to process. If you have the ability to come into our office in person, you can likely have the order fulfilled the same day.

- **Can I order a copy of birth/death certificate for the Clerk's Office?**

The Marion County Clerk's Office does not manage contemporary birth and death certificates; the [Health and Hospital Corporation](#) does. Click [here](#) to determine where the records you need might be located.

TRAFFIC COURT & JURY DUTY

- **How to pay my traffic ticket?**

For questions about traffic tickets, you must contact the [Traffic Violations Bureau](#) as the Clerk's Office no longer processes traffic tickets. The Traffic Violations Bureau is located at 8115 E. Washington Street on the east side of Indianapolis and is open from 8AM to 4PM. They can also be reached by emailing msc_cvb@indy.gov. You can make payments 24 hours a day, seven days a week by calling 1-866-PAY-INDY or by visiting www.indy.gov/ticketpay.

- **How do I get out of jury duty?**

The Clerk's Office only mails out jury notices and does not manage the jury notification process. You will need to work directly with the jury pool coordinator on this issue. You can also reach that office by calling (317) 327-4918 or (317) 327-5888 after 9:15AM, Monday through Friday.

BONDS & CRIMINAL CASES

- **Where and how can I make a bond payment?**

Bonds can be paid in the Clerk's Accounting Office (W-123) or at the Arrestee Processing Center (752 E. Market Street). Please use this [link](#) to learn more about bond payments and this [link](#) to go to our Bond FAQ page.

- **Can you provide me with a criminal history?**

The Clerk's Office does not provide criminal background searches. Please [click](#) here to learn more.

- **Where can I direct other bond or criminal case questions related to the Clerk's Office?**

Click [here](#) to learn more or contact us at (317) 327-4740 or email criminalrecords@indy.gov

CHILD SUPPORT/PATERNITY

- **What are my child support payment options?**

Click [here](#) for a full explanation on all your child support payment options.

The Clerk's Office receives child support payments from the Non-Custodial Parent (Payor) through cash and credit card. The Court may order the payments be made on a weekly, bi-weekly, semi-monthly or monthly basis. Federal law requires non-cash payments be processed by a central collection unit. The Indiana State Central Collection Unit (INSCCU) is responsible for processing payments via income withholding order or by mail.

- **Can the Clerk's Office help me collect missed child support payments?**

The Clerk's Office only serves as a payment center for child support orders. For information regarding enforcement of your child support order, please contact the [Marion County Prosecutor's Office](#), as they are an enforcement agency. Their contact number is 317-327-1800.

- **How do I modify a child support order?**

The Clerk's Office only serves as a payment center for child support orders. In order to modify your child support order, you must file for a modification with the court. You may contact a private attorney or the forms for modification are available on the [State of Indiana's Self-Service Legal webpage](#).

- **How do I obtain a copy of a child support order?**

In some cases, you will need to work directly with the court on your issue. If you can locate the cause number for your case, you will be able to determine the court in question. (Use this [link](#) to determine the court based on your cause number.) The web page also contains direct contact information for the courts. Keep in mind you must pick up child support order copies in person and present an ID. Only parties on paternity cases and child support orders can request and receive copies. Given the sensitive nature of these cases, your flexibility in working the Clerk's Office and the court is appreciated.

- **How do I obtain the court document establishing paternity for me/my child?**

You'll need to come to the City-County Building in-person to request this document. Paternity Court only provides copies of the record to parties on the case and you must bring ID with you for the court staff to confirm your identity.

TAX LIENS/CREDIT REPORTS

- **I have a tax lien on my credit report. How do I clear this up?**

You will need to work directly with the Indiana Department of Revenue on your request. They handle these kinds of cases and only record basic information with the Clerk's Office. You can reach the Indiana Department of Revenue at (317) 232-2165 and can learn more at www.in.gov/dor.

- **I've paid my tax lien but it is still showing on my credit report. What do I do?**

The Clerk's office does not notify the credit rating companies when a tax lien has been resolved. Rather, these companies hire people to gather this information and the Clerk's Office cannot control when this information is updated. To obtain documentation the lien has been settled, you can come into our office or request by mail a copy of the Satisfaction.

What you'll need:

- Letter stating what you need (copy of the Satisfaction)
- Tax warrant number
- Self-addressed stamp envelope
- Check or money order for \$2 (mail)
- Cash or Credit for \$2 (in-person request)

Whether mailing in a request or coming to our office in person, you will go to:

City County Building
200 E. Washington Street
Rm. W-140
Attn: Copy Clerk
Indpls, IN 46204

STUDENT QUESTIONS

- **I'm a student and have been assigned to observe a trial. What's on the docket?**

The Clerk's Office is responsible for processing and maintaining court records but does not set court dockets. You should work with Court Administration by calling 327-4747 to learn more about what is on the court's docket.

- **Can I interview the Clerk for a paper?**

Please use this [web form](#) to tell us more about your project. Include your school's name, your grade, the topic of your paper, how long you anticipate the interview taking, and your deadline. Keep in mind it could take a week or more to schedule an interview and you should plan ahead. Also let us know if an interview via email or phone, or with one of the Clerk's Executive Staff members, would be acceptable.