



# Memo

**To: Members of the Public; Marion County Criminal Justice Agencies**

**From: Myla A. Eldridge, Clerk of the Marion Circuit Court**

**cc: Patty Morris, Chief of Staff; Russell Hollis, Deputy Director**

**Date: September 22, 2017**

**Re: Changes to Clerk's Office Operations Effective 9.25.2017**

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The Arrestee Processing Center will cease operations on Monday, September 25, 2017. The following changes in the Clerk's Office with respect to walk-in warrants and bond payments will occur as a result of the closure.

## **Walk-In Warrants After APC Closure**

Effective Monday, September 25, 2017, law enforcement officers seeking walk-in warrants can do so during regular business hours (Monday through Friday from 8:00 AM through 4:30 PM) in the Clerk's Office in room W122. We request that officers seeking walk-in warrants during regular business hours request to see Logan Matthews or Willie Tidd of the Clerk's Office.

Law enforcement officer seeking walk-in warrants outside of our regular business hours can do so in room W123, located in the finance department of the Clerk's Office in the first floor of the City-County Building.

## **Bond Payments**

Effective Monday, September 25, 2017, bond payments can be made in room W123, located in the finance department of the Clerk's Office in the first floor of the City-County Building. Bond payments can be made 24 hours a day, seven (7) days per week in room W123.

Members of the public seeking to make bond payments after regular building hours should ring the bell located at the handicap entrance on Market Street to enter the City-County Building. A Sheriff's Deputy will open the door, and the person can proceed to room W123 to make a bond payment. The hours below are considered outside of regular building hours:

- Monday through Friday: Before 6:00 AM and after 10:00 PM;
- Saturday: Before 6:00 AM and after 2:00 PM; and
- Sunday: Any time

### **Ordinance Violations**

Effective Monday, September 25, 2017, ordinance violations will be filed in room W122, located in the Clerk's Office on the first floor of the City-County Building.

### **Protective Orders**

Effective Monday, September 25, 2017, protective orders will be filed in W123, located in the finance department of the Clerk's Office in the first floor of the City-County Building.