

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF INDIANA

IN THE MATTER OF THE UTILIZATION OF
DISTRICT COURT SPACE FOR OFFICIAL
AND NON-OFFICIAL COURT FUNCTIONS

General Order 2011-12

ORDER

Pursuant to the Guide to Judiciary Policy, Volume 16, Chapter 6, the United States District Court for the Northern District of Indiana has approved the following procedures relating to the use of courtrooms and other court space:

All requests to utilize district court space for activities other than normal court operations, whether to occur during business hours, after-hours or on a weekend, must be sent to the clerk of court in writing for coordination and calendaring.

The Chief Judge of the district court will make a written determination as to whether a function held in court space is official. Such a determination requires a finding that the function is both necessary to carry out the mission of the judiciary and involves active participation by local court personnel.

The following types of events are determined to be official court functions without the need for any further written approval of the Chief Judge:

- (a) court proceedings held after normal business hours;
- (b) investiture proceedings;
- (c) naturalization proceedings;
- (d) facility dedications; and,
- (e) official judiciary-sponsored programs designed to educate and inform the public about the mission of the judiciary.

Payment for overtime utilities for such functions is subject to the availability of funds after consulting with the clerk of court.

IT IS SO ORDERED this 3rd day of November, 2011.

/s/ Philip P. Simon
Philip P. Simon, Chief Judge