

RULE 4 FILING OF CASES

4.1 CRIMINAL CASES

(1) All indictments, informations, and complaints shall be filed in the designated office of the Circuit Clerk.

(2) Bonds in criminal cases shall initially be set by the Presiding Judge or his designee. Bond reductions or increases or change of condition thereafter shall be determined by the judge to whom the case is assigned.

(3) All state traffic cases shall be filed in the designated office of the Circuit Clerk.

4.2 CIVIL CASES

All civil cases shall be filed in the designated office of the Circuit Clerk.

4.3 PROBATE CASES

Cases over which the probate division has jurisdiction shall be filed in the probate division.

4.4 JUVENILE CASES

Adoptions, transfers of custody of juveniles, and other juvenile matters will be filed in the designated office of the Circuit Clerk located in the Family Court Center.

4.5 SMALL CLAIMS CASES

See Rule 4.2, supra.

4.6 MUNICIPAL CASES

Municipal ordinance violation cases shall be filed with the clerk of the appropriate municipal division when the municipality has made provision for a Municipal Judge as provided by law. If the municipality has not made such provisions, the filing shall be in the designated office of the Circuit Clerk.

4.7 ADULT ABUSE CASES

See Rule 4.2, *supra*.