



**Indiana Supreme Court
Division of State Court Administration
Court Records Imaging System Certification
Initial Certification**

The Clerk of the Circuit Court of _____ County certifies and agrees to the following:

1. The Clerk of the Circuit Court certifies that its document imaging system, as attached, meets the requirements of Trial Rule 77(J) and the standards set forth in Administrative Rule 6, as revised, effective 1 January 2005, and the Clerk acknowledges conformity to the scanning standards specifically set forth in AR 6 (E).
2. Before any court records are destroyed or disposed, the Clerk of the Circuit Court shall submit the imaging records destruction certificate form, TCM-AR6(K)-2, to the Division of State Court Administration for approval, and no records may be destroyed or disposed without written approval from the Division.
3. The Clerk of the Circuit Court acknowledges that the clerk assumes final responsibility to audit the scanning program for court records, to ensure the quality and legal integrity of scanned court records.
4. If the Courts maintain the RJO as an electronic record, as permitted under Trial Rule 77 (D), the Clerk, when converting such RJO records to microfilm, will incorporate the following statement: "Courts CCS and RJO records shall be converted to microfilm in accordance with AR 6 (D)."
5. If in the future, image enhancement software is used (VRS software) to improve document alignment (skew), brightness, contrast, or image clarity, the threshold level to be used will be based upon test documents being scanned incorporating such software with such samples being submitted to the Division of State Court Administration for analysis to verify that such enhancement meets AR 6 (E) (2) (a) (iv) and (b).
6. The Clerk of the Circuit Court will incorporate a written "weeding" policy regarding individual documents found in closed case files. Said policy will be approved by the appropriate court. The Clerk of the Circuit Court certifies that all scanning of court records, as listed in Administrative Rule 7, will be scanned at a minimum of 300 dpi.
7. The Clerk of the Circuit Court certifies that the storage of the digital master meets ANSI/AIIM TR25-1995 and MS59-1996 (See AR6 (E) (3) (h) and (i), until at such time said scanned images are converted to microfilm meeting the standards set forth in Administrative Rule 6. Such standards must be specifically cited.
8. The Clerk of the Circuit Court certifies that the TIFF Group 4 imaging file format conforms to AR6 (E) (3) (b) "Digital imaging systems will use the Digital Imaging File Format known as TIFF Group 4 digital imaging file format meeting ISO Standard 12639:1998, (or as updated or superseded)."
9. Certification must be renewed on a yearly basis on a form provided by the Division of State Court Administration.

Clerk Seal

Clerk of the _____ Circuit Court

date