JUDICIAL PREFERENCES

2012

Marion County Circuit Court

These listings of judicial preferences for practices and procedures for counsel and parties are offered for the convenience and guidance of those appearing before the individual judges in the Marion County Circuit Court, of the Third Judicial District. Each judge reserves the right and has the discretion to modify these preferences to suit the circumstances of individual cases as the law and facts require.

MARION COUNTY CIRCUIT COURT

Judicial Contact Information

Circuit Court Judge	Judicial Assistant	Courtroom	Office	Phone	Fax
Claudia M. Burton	Donna Birch	1B	1440	503-584-7713	503-584-7718
Vance D. Day	Tina Brown	4D	4420	503-588-5026	503-588-5113
Courtland Geyer	Kim Taylor	2D	2443	503-373-4445	503-588-7928
Dennis J. Graves	Nikki Hahn	2B	2143	503-585-4939	503-588-5114
Thomas M. Hart	Christy Fisher	2A	2244	503-584-7749	503-589-3262
Mary M. James	Sarah Smith	5B	5405	503-373-4303	503-373-4305
David E. Leith	Jennifer Lay	3A	3313	503-373-4467	503-589-3228
Albin W. Norblad	Renee Brown	1A	1272	503-588-5028	503-588-5027
Lindsay R. Partridge	Kandee Lindquist	4A	4220	503-588-5030	503-588-5109
Dale W. Penn	Kim Payne	2C	2343	503-588-5492	503-589-3266
Tracy A. Prall	Cindy Haddad	Juvenile		503-566-2974	503-584-4816
Jamese L. Rhoades	Mitzi Healy	5C	5331	503-588-7950	503-588-5115
Susan M. Tripp	Laura Baker	5A	5204	503-373-4361	503-589-3218

Hon. Claudia M. Burton
Telephone: 503-584-7713 Fax: 503-584-7718
Courtroom: 1B Office: Room 1440

MOTIONS	
Where filed:	With Judge's office or accounting. Bench copy and electronic copy needed.
Oral arguments:	Scheduled with Judge's office.
How scheduled:	Via email, telephone or during status conferences.
Conflicts:	Advise Judge's staff as soon as possible.
Temp custody/support/visitations:	Schedule first status conference approximately 45-60 days after mediation orientation. If requesting earlier hearing/status, contact Judge's staff.
Emergency motions:	When motion filed court reviews and calendars accordingly per statute.
Ex parte:	Please check with Judge's staff.
Pleadings:	Timelines set at status conferences.
Pro se:	Judge's staff set hearings on pro se motions after judicial review of documents and will mail notices.
Postpone trial:	Judge Burton requires Motion, Affidavit and Order for ALL continuances on evidentiary hearings and trials.

STATUS CONFERENCES	
How scheduled:	Judge's staff schedule status conferences with counsel, via email or telephone. With pro se litigants, staff will schedule at least 30 days out for notice.
How notified:	Notices mailed – or for attorneys, scanned and emailed. After initial status attorneys and parties receive a "blue sheet" with next court appearance.
How rescheduled:	If parties wish to reset status, Judge's staff must receive written request (email sufficient from counsel) with confirmation from opposing side.
How often:	Depends on case/issues, generally three before hearing or trial.
How long:	15 minutes with attorney and 30 minutes (on the record) with Pro se.
Who attends:	If both parties represented by counsel, just counsel appears. Pro se parties appear themselves.
Purpose:	Discuss issues in case, schedule further appearance dates.
Different from pre-trial conference:	Yes, pre-trials are held two weeks prior to the case on Thursdays, at 1:00 p.m.
Preparation:	Know your case. Do not send someone who does not know what the status of discovery is, what needs to happen next, etc. Bring your calendar.

SETTLEMENT CONFERENCES	
How started:	Request from counsel or another Judges office.
How scheduled:	In person, by telephone or via email.
Who attends:	Counsel and clients.
How long:	Depends, but usually two hours.
Purpose:	To settle the case and save court time.

Format:	Typically start with counsel in chambers. Counsel speaks with clients; come back with judge, back to clients...etc. If settlement is reached it's generally put on the record.
Preparation:	Memo required 48 business hours before settlement conference.
Fee:	Settlement conference fees required and due for Civil and Domestic Relation cases pursuant to ORS 21.215.
PRE-TRIAL CONFERENCES	
In a complex case (typically civil), a more elaborate and formal pre-trial conference is contemplated. For criminal, domestic relations and probate, generally just a brief meeting with counsel regarding what else is scheduled for their day of trial, witness issues, likelihood of settlement and time needed for trial. Three trials are generally scheduled per day.	
TRIALS	
Trial/Jury Fees:	ORS 21.270 requires that the fee for the first day of trial be paid at the time the trial date is set. If trial is longer than one day, subsequent days may be paid at the end of the trial.
Exhibits:	Criminal - day of trial; Domestic Relations – by noon the day before trial; Civil – at pre-trial conference. The Court is to receive the originals and a bench copy. The court will pre-admit all stipulated exhibits. Any exhibits not admitted by stipulation should be offered in the normal course with a proper foundation laid and the court will rule on any objection at that time. Please consider having important exhibits in a format that can be displayed on screen for the jury.
Witness List:	Day of trial; civil cases, at pre-trial conference.
Trial Memorandum:	Submit in paper, on disk and in email, in editable format only, the day before trial, BEFORE noon **(at pre-trial conference in civil cases)**, designating anticipated evidentiary and admissibility problems with appropriate authorities, as well as other issues that might require legal ruling by the court. Please email to judgeburtonoffice@ojd.state.or.us. Note: a trial memorandum is not required; you may waive your trial memo if you wish.
Summary Judgment Motions:	Filed no later than 90 days before trial.
Motions *in limine:*	Civil cases: by 9 AM last judicial day before pre-trial conference. Other cases: by pre-trial conference unless completely routine and obvious (EG, no evidence of insurance).
Jury Instructions/Verdict Forms:	Criminal cases submit the morning of trial. Civil cases submit at pre-trial conference. Submit two sets of instructions. One should be on pleading paper for the file. This set should identify the proponent of the instructions, does not need to include the full text of any uniform instructions, (but must reference uniform instructions by number and should list information for variables in those instructions), and should include any relevant citations to authority. The second set should be in electronic editable (Word, WordPerfect, Open Office Writer) format only. This is the set the court will use to develop written instructions for the jury. The electronic set should not include any identification of the proponent (although it helps us if the file is named so we can tell who submitted it). In civil cases, it must include the full text of all instructions, even uniform instructions. There should be no

	citations to authority. Please combine all the instructions into one electronic file/document, do not submit a separate file for each instruction. **In criminal cases the electronic set only needs to include any specials, we do not need the uniform instructions electronically.**
Civil – case summary	**Due at pre-trial conference.** Counsel shall agree on and submit a short summary of the case to be utilized by the Court in the introductory instruction to the jury. This should be brief and should not go into details of the pleadings. Counsel shall also agree on and submit a summary of the pleadings to be read between UCJI 13.01 and 13.02. This should be more detailed and include specifications of negligence, affirmative defenses and so forth.
Voir dire:	Judge does uniform introductory instruction and asks about hardships, but generally no further questioning. Individual questioning of jurors should be relatively limited – IE, do not ask the same 10 questions of every juror. Please voir dire the entire panel. Make any cause challenges as soon as they arise, in the courtroom. If enough jurors remain for peremptory challenges after both sides have passed for cause, Judge will generally excuse for hardship jurors that do not want to be there. Court will tell counsel who is being excused for hardships before counsel will exercise peremptory challenges.
Peremptory Challenges	Done in chambers or in court, per attorney preference.
Stand/Sit:	Judge prefers traditional rules. Standing when jurors enter and leave the courtroom. Seated for questions. Standing before jury on open/close. Stand at counsel table when addressing Judge.
Hours:	Trials, 9:00 a.m. – 5:00 p.m. Breaks are taken at flex times generally 10:00 or 10:30 a.m. and again at 3:00 or 3:30 p.m. Office: open from 8:00-5:00, closed over noon hour; may be closed at other times due to staff shortages.
More information:	Please see http://www.judgeburton.info In civil cases, a scheduling order will be prepared at the time trial is set.

Hon. Vance D. Day
Telephone: 503-588-5026 Fax: 503-588-5113
Courtroom: 4D Office: Room 4420

MOTIONS	
Where filed:	With Judge's office unless there is a fee due and owing.
Oral arguments:	Request in caption pursuant to UTCR 5.050.
How scheduled:	If next court appearance set within 1-2 weeks schedule at that appearance otherwise will be set by court staff.
Conflicts:	If attorney has conflict, that office should initiate conference calls to reschedule. If Court conflict, court staff will contact either by telephone or email to reschedule.
Temp custody/support/visitations:	Will be set at first status conference unless it is an "emergency". The requesting attorney can coordinate between Court and counsel.
Emergency motions:	Must be noted by attorneys with factual basis. Contact staff to schedule.
Ex parte:	No set time. Depends on Judge's availability.
Pleadings:	Must comply with UTCR.
Pro se:	Must comply with UTCR.
Postpone trial:	Call Judge's office to discuss, may need to file motion and affidavit.

STATUS CONFERENCES	
How scheduled:	First status conference set by staff. Additional status conferences will be scheduled during status conference with Judge.
How notified:	Notices are sent by mail or email (if attorney has email listed with Court).
How rescheduled:	Requesting attorney to initiate conference call to get new date.
How often:	As needed.
How long:	Approximately 5-10 minutes.
Who attends:	Attorneys, pro se parties, out of custody defendants.
Purpose:	To keep case progressing toward resolution.
Different from pre-trial conference:	No differences except that all pleadings/motions must be filed prior to pretrial conference.
Preparation:	Bring your calendar. Ongoing contact with clients and opposing attorney before and after status conference.
Schedule:	Status conferences are most days at 8:45 a.m.. Criminal status conferences are scheduled on Wednesdays at 1:00 pm

SETTLEMENT CONFERENCES	
How started:	Attorneys request or Court encourages.
How scheduled:	With staff or Judge during status conference.
Who attends:	Attorneys and clients.
How long:	Different for each case. Depends on issues. Generally scheduled for ½ day.
Purpose:	For Judge, attorneys and clients to actively try to resolve issues.
Format:	Judge meets with attorney in chambers first and then continues to

	meet with each side until concluded. This may vary depending on type of case before Judge for settlement purposes.
Preparation:	A settlement conference order will be mailed to each attorney with the Court's expectations. A settlement memorandum is submitted by the attorneys to the court prior to settlement conference.
Fee:	Settlement conference fees required and due for Civil and Domestic Relation cases pursuant to ORS 21.215.
PRE-TRIAL CONFERENCES	
Scheduled at the time trial is scheduled. Generally two weeks prior to trial date. Pre-trial conferences are all held on Tuesday afternoons at 1:15 pm regardless of type of case.	
TRIALS	
Trial/Jury Fees:	ORS 21.270 requires that the fee for the first day of trial be paid at the time the trial date is set. If trial is longer than one day, subsequent days may be paid at the end of the trial.
Exhibits:	Exhibits should be marked and are due no later than 12:00 noon the day before trial. Identify which exhibits are stipulated.
Witness List:	Preliminary witness list due no later than 12:00 noon the day before trial. A final witness list is due by 9:00 a.m. the day of trial.
Trial Memorandum:	Due by 12:00 noon the day before trial.
Motions *in limine:*	Filed before or at pre-trial conference.
Jury Instructions/Verdict Forms:	Proposed due by 12:00 noon the day before trial electronically via email to judge's staff.
Voir dire:	Questions may be addressed to group or individual jurors.
Peremptory Challenges	Takes place in Judge's chambers off the record.
Stand/Sit:	Attorneys may sit or stand. Always stand when addressing the Court.
Hours:	Trial begins at 9:00 am. Lunch break is from Noon to 1:30 p.m. End of day at 5:00 p.m. unless otherwise discussed.

Hon. Courtland Geyer
Telephone: 503-373-4445 Fax: 503-588-7928
Courtroom: 2D Office: Room 2443

MOTIONS	
Where filed:	With Judge's office unless there is a fee due and owing.
Oral arguments:	Request in caption pursuant to UTCR 5.050.
How scheduled:	If next court appearance set within 1-2 weeks schedule at that appearance otherwise will be set by court staff.
Conflicts:	If attorney has conflict, that office should initiate conference calls to reschedule. If Court conflict, court staff will contact either by telephone or e-mail to reschedule.
Temp custody/support/visitations:	Will be set at first status conference unless it is an "emergency". The requesting attorney can coordinate between Court and counsel.
Emergency motions:	Must be noted by attorneys with factual basis. Contact staff to schedule.
Ex parte:	No set time. Depends on Judge's availability.
Pleadings:	Must comply with UTCR. Please provide extra copies of motions.
Pro se:	Must comply with UTCR.
Postpone trial:	File motion and affidavit; court will confer with attorneys if necessary.

STATUS CONFERENCES	
How scheduled:	First status conference set by staff. Additional status conferences will be scheduled during status conference with Judge.
How notified:	Notices are sent by mail or email (if attorney has email listed with Court).
How rescheduled:	Requesting attorney to initiate conference call to get new date.
How often:	As needed.
How long:	Approximately 5-10 minutes.
Who attends:	Attorneys, pro se parties, out of custody defendants.
Purpose:	To keep case progressing toward resolution.
Different from pre-trial conference:	No differences except that all pleadings/motions must be filed prior to pretrial conference.
Preparation:	Bring your calendar. Ongoing contact with clients and opposing attorney before and after status conference.
Schedule:	Status conferences are scheduled at 8:30 or 8:45 a.m. each morning. Criminal status conferences are scheduled on Friday mornings.

SETTLEMENT CONFERENCES	
How started:	Attorneys request or Court encourages.
How scheduled:	With staff or Judge during status conference.
Who attends:	Attorneys and clients.
How long:	Different for each case. Depends on issues.
Purpose:	For Judge, attorneys and clients to actively try to resolve issues.
Format:	Judge meets with attorney in chambers first and then continues to

	meet with each side until concluded. This may vary depending on type of case before Judge for settlement purposes.
Preparation:	A settlement conference order will be mailed to each attorney with the Court's expectations.
Fee:	Settlement conference fees required and due for Civil and Domestic Relation cases pursuant to ORS 21.215.
PRE-TRIAL CONFERENCES	
Scheduled at the time trial is scheduled. Civil cases approximately 30 days prior to trial date. Criminal cases approximately 2 weeks prior to trial date.	
TRIALS	
Trial/Jury Fees:	ORS 21.270 requires that the fee for the first day of trial be paid at the time the trial date is set. If trial is longer than one day, subsequent days may be paid at the end of the trial.
Exhibits:	Exhibits should be marked and are due no later than 12:00 noon the day before trial. Identify which exhibits are stipulated.
Witness List:	Preliminary witness list due no later than 12:00 noon the day before trial. A final witness list is due by 9:00 a.m. the day of trial.
Trial Memorandum:	Due by 12:00 noon the day before trial.
Motions *in limine:*	Filed before or at pretrial conference.
Jury Instructions/Verdict Forms:	Proposed due by 12:00 noon the day before trial.
Voir dire:	Thirty minute time limit. Questions may be addressed to group or individual jurors.
Peremptory Challenges	Takes place in Judge's chambers on the record.
Stand/Sit:	Attorneys may sit or stand. Always stand when addressing the Court.
Hours:	Trial begins at 9:00 a.m. Lunch break is from Noon to 1:30 p.m. End of day at 5:00 p.m. unless otherwise discussed.

Hon. Dennis J. Graves
Telephone: 503-585-4939 Fax: 503-588-5114
Courtroom: 2B Office: Room 2143

MOTIONS	
Where filed:	With Judge's office unless there is a fee due and owing. Provide a bench copy with Motions for Summary Judgment and lengthy Trial Memorandums.
Oral arguments:	Request in caption pursuant to UTCR 5.050.
How scheduled:	At status conference or when written request received, Judicial assistant will schedule with attorneys and send notice to attorneys.
Conflicts:	If attorney has conflict, that office should initiate conference call to reschedule. If Court conflict, court staff will contact either by telephone or email to reschedule.
Temp custody/support/visitations:	Will be set at first status conference unless it is an "emergency". The requesting attorney can coordinate between Court and counsel.
Emergency motions:	Must be noted by attorneys with factual basis. Contact staff to schedule.
Ex parte:	Contact office for best times available.
Pleadings:	Must comply with UTCR. Provide a bench copy with Motions for Summary Judgment and lengthy Trial Memorandums.
Pro se:	Must comply with UTCR.
Postpone trial:	File motion and affidavit; Court will confer with attorneys if necessary. Comply with UTCR 6.030.

STATUS CONFERENCES	
How scheduled:	First status set by staff. Additional status conferences will be scheduled during status conference with Judge.
How notified:	First status by mail or email, after that in chambers or court with copy of status sheet to each party.
How rescheduled:	Requesting attorney initiate conference call to get new date.
How often:	As needed.
How long:	5 - 15 minutes.
Who attends:	Attorneys and pro se parties.
Purpose:	To keep case progressing toward resolution.
Different from pre-trial conference:	No differences except that all pleadings/motions must be filed prior to pretrial conference.
Preparation:	Bring your calendar, be prepared to argue motions if necessary.

SETTLEMENT CONFERENCES	
How started:	Attorneys request or Court encourages.
How scheduled:	With staff or Judge during status conference.
Who attends:	Mandatory appearance for parties with attorneys and Insurance Representatives.
How long:	Per attorneys request
Purpose:	For Judge, attorneys and clients to actively try to settle a case.
Format:	Judge meets with attorneys in chambers first and then continues to meet with each side until concluded.

Preparation:	A settlement conference order will be mailed to each attorney with the Court's expectations. Advance letter required per Settlement Conference Order.
Fee:	Settlement conference fees required and due for Civil and Domestic Relation cases pursuant to ORS 21.215.
PRE-TRIAL CONFERENCES	
Generally set when trial scheduled. Attorney can also request pre-trial conference be scheduled.	
TRIALS	
Trial/Jury Fees:	ORS 21.270 requires that the fee for the first day of trial be paid at the time the trial date is set. If trial is longer than one day, subsequent days may be paid at the end of the trial.
Exhibits:	Marked before trial begins. Identify which exhibits are stipulated. Extra set for judge.
Witness List:	Discussed during pre-trial conference and final list should be provided to staff before trial begins.
Trial Memorandum:	Generally two days before trial unless complex case, then one week prior. Post-conviction trial memos due two days before trial.
Motions *in limine:*	Filed before pre-trial conference.
Jury Instructions/Verdict Forms:	In complex case, submit at pre-trial conference. Otherwise, by 12 noon the last judicial day prior to trial.
Voir dire:	Judge has handout. Judge has introductions, preliminary questions, juror may give biographical statement. Plaintiff attorney questions group/individuals, then opposing attorney. Voir Dire is limited to 30 minutes. Questionnaires available.
Peremptory Challenges	In chambers if agreed by attorneys, or written slip in open court. Attorney can briefly confer with clients about challenges, if necessary.
Stand/Sit:	Attorneys may sit or stand. Always stand when addressing the Court.
Hours:	Begin at 9:30 a.m. Break approximately 10:30 a.m. Lunch Noon to 1:30 p.m. Break approximately 3:00 or 3:15 p.m. End at 5:00 p.m.

Hon. Thomas M. Hart
Telephone: 503-584-7749 Fax: 503-589-3262
Courtroom: 2A Office: Room 2244

MOTIONS	
Where filed:	With Judge's office or court clerk unless there is a fee due and owing.
Oral arguments:	Request in caption pursuant to UTCR 5.050.
How scheduled:	If next court appearance set within 2 weeks schedule at that appearance otherwise set by Judge's staff by email or phone.
Conflicts:	If attorney has conflict, that office should initiate conference call to reschedule. If Court conflict, court staff will contact to reschedule.
Temp custody/support/visitations:	Will be set at first status conference unless it is an "emergency". The requesting attorney can coordinate between Court and counsel.
Emergency motions:	Must be noted by attorneys with factual basis. Contact staff to schedule.
Ex parte:	No set time. Depends on Judge's availability.
Pleadings:	Must comply with UTCR. No extra copies unless specifically requested by Judge.
Pro se:	Must comply with UTCR.
Postpone trial:	File motion and affidavit; court will confer with attorneys if necessary.
STATUS CONFERENCES	
How scheduled:	First status set by Judge's staff. Additional status conferences scheduled during status conference with Judge.
How notified:	First status by mail or email, after that in chambers or court with notice to each party personally or by mail/email.
How rescheduled:	Requesting attorney initiate conference call to get new date.
How often:	As needed.
How long:	Approximately 15 minutes.
Who attends:	Attorneys, pro se parties, out of custody defendants, parents in juvenile cases and case workers.
Purpose:	To keep case progressing toward resolution.
Different from pre-trial conference:	No great difference except all pleadings/motions must be filed before pre-trial.
Preparation:	Bring your calendar. Ongoing contact with clients and opposing attorney before and after status conferences.
SETTLEMENT CONFERENCES	
How started:	Attorneys request or Court encourages.
How scheduled:	With staff or Judge during status conference.
Who attends:	Attorneys and clients.
How long:	Different with each case. Depends on the issues.
Purpose:	For Judge, attorneys and clients to actively try to settle a case.
Format:	Judge meets with attorneys in chambers first and then continues to meet with each side until concluded.
Preparation:	A settlement conference order will be mailed to each attorney with the Court's expectations.
Fee:	Settlement conference fees required and due for Civil and

	Domestic Relation cases pursuant to ORS 21.215.
PRE-TRIAL CONFERENCES	
Generally set in criminal cases when trial scheduled. Attorney can also request pre-trial conference be scheduled.	
TRIALS	
Trial/Jury Fees:	ORS 21.270 requires that the fee for the first day of trial be paid at the time the trial date is set. If trial is longer than one day, subsequent days may be paid at the end of the trial.
Exhibits:	Marked before trial begins. Identify which exhibits are stipulated.
Witness List:	Discussed during pre-trial conference and final list should be provided to staff before trial begins.
Trial Memorandum:	Generally the day before trial unless complex case. Post-conviction trial memo due date is scheduled at the pre-trial conference.
Motions *in limine:*	Filed before or at pre-trial conference.
Jury Instructions/Verdict Forms:	Submit to Judge's staff before trial begins.
Voir dire:	Generally, a thirty minute time limit is allowed per party. Extra time is allowed in more complex cases at the Court's discretion. Defense goes first in criminal trials and Plaintiff in civil trials. Questions may be addressed to group or individual jurors.
Peremptory Challenges	Takes place in chambers. Excused juror replaced by juror next-in-line.
Stand/Sit:	Attorneys may sit or stand. Always stand when addressing the Court.
Hours:	Trial begins at 9:00 a.m. Lunch break from Noon to 1:30 p.m. End of day at 5:00 p.m. unless otherwise discussed.

Hon. Mary M. James
Telephone: 503-373-4303 Fax: 503-373-4305
Courtroom: 5B Office: Room 5405

MOTIONS	
Where filed:	Office of Judge James.
Oral arguments:	Request in caption; include time estimate.
How scheduled:	If motion is contested, court will schedule in consultation with parties/attorneys at next status conference; if motion is at issue (i.e. all responses/reply briefs are received) before a scheduled hearing date and motion can be heard in time reserved, it will be added. If parties require additional time, Judge's staff will set a hearing.
Conflicts:	Emergency requests require either contact with Judge's staff by phone or email to request reset. Staff will contact attorney/party either by phone or email if Court resets hearing.
Temp custody/support/visitations:	Judge's staff sets first status conference unless parties stipulate to temporary hearing and schedule with staff before status conference.
Emergency motions:	Must be in writing and state legal and factual basis. Judge's staff will set as soon as court docket permits.
Ex parte:	Call Judge's staff to determine Judge's availability; otherwise, staff will hold paperwork until Judge can review.
Pleadings:	Must comply with UTCR. Provide a Judge Copy of Motions/Affidavits. Email Motions, declarations, memoranda to staff in editable Word format.
Pro se:	Must comply with UTCR. Judge's staff cannot make copies of documents; bring adequate copies for other side and for court.
Postpone trial:	Attorney/party must file appropriate Motion and Affidavit with a Proposed Order for Judge's review; indicate objections.
STATUS CONFERENCES	
How scheduled:	Judge's staff schedules first conference. Subsequent conferences set as needed by Judge or staff.
How notified:	Blue sheet, notices via mail and/or e-mail.
How rescheduled:	Request by letter, fax, email or phone call, confirmed in any form of writing. Judge's staff will notify parties if request is allowed.
How often:	As needed.
How long:	5 - 15 minutes.
Who attends:	Attorneys, pro se litigants, out of custody defendants; in custody defendant if critical stage of case.
Purpose:	Schedule hearings, trial; address discovery issues; discuss settlement; assist case of progress and management.
Different from pre-trial conference:	Pre-trial conference addresses jury instructions, motions in limine, evidentiary issues, trial length; juror questionnaires, trial date priority.
Preparation:	Address all issues identified at previous status conference before arrival; have up to date trial calendar in hand; maintain contact with client and opposing party/attorney; be able to provide proper updates.
SETTLEMENT CONFERENCES	

How started:	Party/attorney request or Judge recommendation.
How scheduled:	With Judge's staff or Judge at status conference or by phone/letter/email.
Who attends:	Attorneys, clients, influential support, person(s) with settlement authority.
How long:	Usually 2-3 hours, depending on type of case and number of parties.
Purpose:	Assisted Case Resolution on terms parties determine.
Format:	Settlement Conference Order; confidential submissions in advance; can be joint or shuttle conferences; judge will do whatever parties and counsel agree might advance discussion of interests and needs; face to face only by mutual agreement.
Preparation:	Settlement Conference Order must be complied with in advance.
Fee:	Settlement conference fees required and due for Civil and Domestic Relation cases pursuant to ORS 21.215.

PRE-TRIAL CONFERENCES

Judge James prefers to handle the pre-trial conferences. Attorneys must be present at the pre-trial conference unless they have prior written approval from the Judge.

The only time Judge's staff handle the conference is if the attorney reports the case is settled and the case is tickled for a judgment.

At the pre-trial conference Judge James will ask if they are ready for trial. Confirm how many days, how many witnesses will be called, do they have their exhibits prepared and submitted to the Court.

Any pending Motions that need to be heard prior to the trial, Judge James will need to review those at the pre-trial conference must be submitted day before PTC.

TRIALS

Trial/Jury Fees:	ORS 21.270 requires that the fee for the first day of trial be paid at the time the trial date is set. If trial is longer than one day, subsequent days may be paid at the end of the trial.
Exhibits:	Marked and prepared by the pretrial conference. File and include Exhibit List (email to Judge's staff in Word). Identify which exhibits are stipulated and/or objected to. Provide originals and a bench copy.
Witness List:	File and provide to Judge James' staff at pre-trial conference; notify court staff of any additions 9:00 a.m. business day before trial date. First and last names required for all witnesses
Trial Memorandum:	File and provide to Judge's staff by 9:00 a.m. business day before trial date. Post-conviction: File and provide 2 business days before trial.
Motions *in limine:*	File and provide to Judge's staff at pre-trial conference or before.
Jury Instructions/Verdict Forms:	Exchange before pre-trial conference; File on day of or before pre-trial conference.
Voir dire:	Depending on how many jurors and length of trial – usually 30 minutes for each attorney. Discuss with Judge at pre-trial conference.
Peremptory Challenges	Taken up following voir dire in chambers, on the record on request. For cause challenges must be brought to Court's attention to permit

	adequate voir dire on record; once identified, Court will reserve ruling unless justice requires ruling in Court.
Stand/Sit:	Attorneys must stand when addressing the Court, or the jury. Attorneys may sit while questioning witnesses.
Hours:	Trials begin at 9:00 a.m., unless Judge and parties agree to a different start time. Lunch break is normally Noon - 1:30 p.m. Day ends at 5:00 p.m., unless witness is close to finish and must be excused from next day, or jury is deliberating. Court will work with attorneys/parties to accommodate scheduling issues, but if not addressed in advance, Court expects sufficient witnesses to be available throughout trial, to avoid breaks and delays.

Hon. David E. Leith – Miscellaneous Calendar Telephone: 503-373-4467 Fax: 503-589-3228 Courtroom: 3A Office: Room 3313	
MOTIONS	
Where filed:	Information window or accounting department if a fee is due.
Oral arguments:	If requested in case caption.
How scheduled:	When received, calendaring staff schedule by phone and send notices.
Conflicts:	Counsel to initiate conference call and contact Court for dates. If Court conflict, Court to initiate conference call.
Ex parte:	Monday through Friday, 8:00 a.m. to Noon and 1:00 p.m. to 5:00 p.m.
Pleadings:	Must comply with UTCR.
Pro se:	Must comply with UTCR.
Postpone trial:	File motion, affidavit and order.
STATUS CONFERENCES	
How scheduled:	Frist is scheduled from mediation orientation. After that scheduled by Judge.
How notified:	In person, follow up by mail.
How rescheduled:	Requesting party to contact Court.
How often:	As needed.
How long:	Approximately 15 minutes.
Who attends:	Both parties.
Purpose:	To keep case progressing towards resolution.
TRIALS	
Trial Fees:	ORS 21.270 requires that the fee for the first day of trial be paid at the time the trial date is set. If trial is longer than one day, subsequent days may be paid at the end of the trial.
Exhibits:	Pre-mark and notify which ones are stipulated.
Witness List:	Provide to Judge's staff before trial begins.
Trial Memorandum:	Submit in time to read before trial.
Stand/Sit:	Attorney may sit or stand. Always stand when addressing the Court.
Hours:	Determined by Court when schedules.

Hon. Albin W. Norblad
Telephone: 503-588-5028 Fax: 503-588-5027
Courtroom: 1A Office: Room 1272

MOTIONS	
Where filed:	Before trials date is established motions should be filed with Judge Norblad's office, or accounting if fees apply. No copies.
Oral arguments:	Request in caption pursuant to UTCR 5.050. Scheduled through Judge's office.
How scheduled:	Pre-trial motions and bail hearings to be scheduled through the Judges staff. May also be requested at the first status conference.
Conflicts:	If attorney has conflict, that office should initiate conference call to reschedule. If Court conflict, court staff will contact to reschedule.
Temp custody/support/visitations:	To be scheduled at a status conference unless it is an "emergency". The requesting attorney can coordinate between Court and counsel.
Emergency motions:	Initiating attorney should contact Judge's office.
Ex parte:	Depends on Judge's availability, check with staff.
Pleadings:	Must comply with UTCR. No extra copies unless specifically requested by the Judge.
Pro se:	Must comply with UTCR.
Postpone trial:	File Motion and affidavit; court will confer with attorneys if necessary.
STATUS CONFERENCES	
How scheduled:	Judge's Staff will contact attorneys of record.
How notified:	Notice of scheduled proceeding by email, if no email address on file, regular mail or fax.
How rescheduled:	Requesting attorney initiate conference call to get new date.
How often:	As needed.
How long:	5-10 minutes.
Who attends:	Attorneys, pro se parties, out of custody defendants.
Purpose:	To keep case progressing towards resolution.
Different from pre-trial conference:	Usually in lieu of a pre-trial conference.
Preparation:	Bring your calendar. Ongoing contact with clients and opposing attorney before and after status conferences.
Schedule:	Criminal matters at 8 a.m. Defendants out of custody are required to appear. Defendants in custody will not be appearing. Civil and Domestic Relations matters to begin @ 8:45am.
SETTLEMENT CONFERENCES	
How started:	Attorneys request or Court encourages.
How scheduled:	With staff or Judge during status conference.
Who attends:	Attorneys and clients.
How long:	Different with each case. Depends on the issues.
Purpose:	For Judge, attorneys and clients to actively try to settle a case.

Format:	Informal and handled in chambers.
Fee:	Settlement conference fees required and due for Civil and Domestic Relation cases pursuant to ORS 21.215.
PRE-TRIAL CONFERENCES	
Generally not scheduled, most matters addressed at status conferences.	
TRIALS	
Trial/Jury Fees:	ORS 21.270 requires that the fee for the first day of trial be paid at the time the trial date is set. If trial is longer than one day, subsequent days may be paid at the end of the trial.
Exhibits:	Marked before trial begins. Identify which exhibits are stipulated.
Witness List:	Helpful and may be provided the morning of trial.
Trial Memorandum:	To be provided to the Court at least one to two days prior to trial date.
Motions *in limine:*	Filed before or at status conferences.
Jury Instructions/Verdict Forms:	Submit to staff before trial begins.
Voir dire:	Judge Norblad generally has a 30 minute time limit. Defense goes first. Questions may be addressed to group or individual jurors.
Peremptory Challenges	Takes place in open court, often taken under advisement and addressed at the conclusion of voir dire.
Stand/Sit:	Attorneys may sit or stand. Always stand when addressing the Court.
Hours:	Trial begins at 9 a.m. Lunch break usually Noon to 1 p.m., sometimes varies. End of the day at 5 p.m. unless otherwise discussed.

Hon. Lindsay R. Partridge
Telephone: 503-588-5030 Fax: 503-588-5109
Courtroom: 4A Office: Room 4220

MOTIONS	
Where filed:	With Judge's office unless there is a fee due and owing.
Oral arguments:	Request in caption pursuant to UTCR 5.050.
How scheduled:	If next court appearance set within 2 weeks schedule at that appearance otherwise set by Judge's staff by email or phone.
Conflicts:	If attorney conflict that office should initiate conference calls to reschedule. If Court conflict, Judge's staff will contact to reschedule.
Temp custody/support/visitations:	Set at first status conference unless it is an "emergency". The requesting attorney can coordinate between Court and counsel.
Emergency motions:	Must be noted by attorneys with factual basis. Contact Judge's staff to schedule.
Ex parte:	No set time. Depends on Judge's availability.
Pleadings:	Must comply with UTCR. Extra copy for Judge.
Pro se:	Must comply with UTCR.
Postpone trial:	File motion, affidavit and order; include other attorney's position.
STATUS CONFERENCES	
How scheduled:	First status set by Judge's staff. Additional status conferences scheduled during status conference with Judge
How notified:	First status by email, after that by judicial assistant or court with copy of status sheet to each party by email.
How rescheduled:	Requesting attorneys initiate conference call to get new date.
How often:	As needed.
How long:	Approximately 15 minutes.
Who attends:	Attorneys, pro se parties, and out of custody defendants.
Purpose:	To keep case progressing toward resolution.
Different from pre-trial conference:	Discovery should be complete and all motions filed by pre-trial conference.
Preparation:	Bring your calendar. Ongoing contact with clients and opposing attorney before and after status conferences.
Schedule:	Criminal status conferences are scheduled Tuesdays at 8:00 a.m., Civil status conferences on Wednesdays at 8:15, 8:30 & 8:45 a.m., and Domestic on Thursday at 8:15, 8:30 & 8:45 a.m.
SETTLEMENT CONFERENCES	
How started:	Attorneys request or Court encourages.
How scheduled:	With Judge's staff or Judge during status conference.
Who attends:	Attorneys, clients and anyone else who needs to be consulted before settlement can occur.
How long:	Different with each case. Depends on the issues.
Purpose:	For Judge, attorneys and clients to actively try to settle a case.

Format:	Judge meets with attorneys in chambers first and then continues to meet with each side until concluded.
Preparation:	A settlement conference order will be mailed to each attorney with the Court's expectations.
Fee:	Settlement conference fees required and due for Civil and Domestic Relation cases pursuant to ORS 21.215.
PRE-TRIAL CONFERENCES	
Set in criminal cases when trial scheduled.	
TRIALS	
Trial/Jury Fees:	ORS 21.270 requires that the fee for the first day of trial be paid at the time the trial date is set. If trial is longer than one day, subsequent days may be paid at the end of the trial.
Exhibits:	Marked before trial begins. Identify which exhibits are stipulated.
Witness List:	Emailed to Attorneys day before, attorneys each bring to trial and court will prepare one form.
Trial Memorandum:	Generally the day before trial unless complex case.
Motions *in limine:*	Filed before or at pre-trial conference.
Jury Instructions/Verdict Forms:	Submit to Judge's staff before trial begins.
Voir dire:	Thirty minute time limit. Defense goes first. Questions may be addressed to group or individual jurors.
Peremptory Challenges	Takes place in chambers. Excused juror replaced by juror next-in-line.
Stand/Sit:	Attorneys may sit or stand. Always stand when addressing the Court.
Hours:	Trial begins at 9:00 a.m. Lunch break from Noon to 1:15 p.m. End of day at 5:00 p.m. unless otherwise discussed.

Hon. Dale. W. Penn
Telephone: 503-588-5492 Fax: 503-589-3266
Courtroom: 2C Office: Room 2343

MOTIONS	
Where filed:	With judge's office unless there is a fee due and owing. A bench copy of motion and memorandum are required.
Oral arguments:	Request in caption pursuant to UTCR 5.050.
How scheduled:	If next court appearance set within 2 weeks schedule at that appearance otherwise set by Judge's staff by email or phone.
Conflicts:	If attorney conflict that office should initiate conference calls to reschedule. If Court conflict, Judge's staff will contact to reschedule.
Temp custody/support/visitations:	Set at first status conference unless it is an "emergency". The requesting attorney can coordinate between Court and counsel.
Emergency motions:	Must be noted by attorneys with factual basis. Contact Judge's staff to schedule.
Ex parte:	No set time. Depends on Judge's availability.
Pleadings:	Must comply with UTCR. No extra copies unless specifically requested by Judge.
Pro se:	Must comply with UTCR.
Postpone trial:	File motion and affidavit; court will confer with attorneys if necessary.
STATUS CONFERENCES	
How scheduled:	First status conference set by Judge's staff. Additional set during status conferences.
How notified:	First status by mail or email, after that in chambers or court with copy of status sheet to each party.
How rescheduled:	Requesting attorney initiate conference call to get new date.
How often:	As needed.
How long:	Approximately 15 minutes or as needed.
Who attends:	Attorneys, pro se parties, and out of custody defendants.
Purpose:	To keep case progressing toward resolution.
Different from pre-trial conference:	No great difference except all pleadings/motions must be filed before pre-trial.
Preparation:	Bring your calendar. Ongoing contact with clients and opposing attorney before and after status conferences.
SETTLEMENT CONFERENCES	
How started:	Attorneys request or Court encourages.
How scheduled:	With Judge's staff or Judge during status conference.
Who attends:	Attorneys, clients, and adjusters.
How long:	Different with each case. Depends on the issues.
Purpose:	For Judge, attorneys and clients to actively try to settle a case.
Format:	Judge meets with attorneys in chambers first and then continues to meet with each side until concluded.
Preparation:	A settlement conference order will be mailed to each attorney with the Court's expectations.
Fee:	Settlement conference fees required and due for Civil and Domestic Relation cases pursuant to ORS 21.215.

PRE-TRIAL CONFERENCES	
Set in most cases at the time of scheduling the trial.	
TRIALS	
Trial/Jury Fees:	ORS 21.270 requires that the fee for the first day of trial be paid at the time the trial date is set. If trial is longer than one day, subsequent days may be paid at the end of the trial.
Exhibits:	Marked and due to Judge's staff by Noon the day before trial begins. Identify which exhibits are stipulated.
Witness List:	Discussed during pre-trial conference and final list should be provided to Judge's staff by noon the day before trial.
Trial Memorandum:	Generally the day before trial unless complex case.
Motions *in limine:*	Filed before or at pre-trial conference.
Jury Instructions/Verdict Forms:	Submit to Judge's staff by Noon the day before trial.
Voir dire:	Questions may be addressed to group or individual jurors. Must request permission from Court if either side expects to take more than 1 hour.
Peremptory Challenges	Takes place in chambers. Excused juror replaced by next-in-line juror.
Stand/Sit:	Attorneys may sit or stand. Always stand when addressing the Court.
Hours:	Trial begins at 9:00 a.m. Lunch break from Noon to 1:30 p.m. End of day at 5:00 p.m. unless otherwise discussed.

Hon. Tracy A Prall
Telephone: 503-566-2974 Fax: 503-584-4816
Courtroom: Juvenile Building: 2970 Center Street

MOTIONS	
Where filed:	With the juvenile court clerk's office unless the case has been assigned to a juvenile judge downtown, then the paperwork should go to that office for filing and docketing.
Oral arguments:	Should be listed on the filing.
How scheduled:	Judge's staff will contact all parties to schedule a time that works for all parties (if the case is not assigned downtown).
Conflicts:	Heard by other juvenile judge *at juvenile* or if both conflicted out then it would be sent downtown to one of the judges that does juvenile cases. *NOTE: If assigned to a downtown judge and there is a conflict that judge's office would call juvenile for a new judge draw.*
Emergency motions:	Presented to Judge's staff who inquire if judge is available.
Ex parte:	Provided to Judge's staff and placed in the judge's box for review and signature.
Pleadings:	Provided to Judge's staff.
Pro se:	Rarely have pro se matters.
Postpone trial:	Must be agreed upon by all parties.
STATUS CONFERENCES	
How scheduled:	Either from courtroom at time of hearing or by Judge's staff if one is not previously set (this is/can only be done by the attorneys).
How notified:	If in court it will show on the paperwork given to the parties; if set by Judge's staff a notice is generated.
How rescheduled:	Attorney needs to contact the Judge's staff.
How long:	Set for 15 minutes.
Who attends:	All parties.
Purpose:	To check on the progress of the case and to set next dates.
SETTLEMENT CONFERENCES	
How started:	These are set in court at review/permanency hearings, depending on the nature of the case.
How scheduled:	From Court.
Who attends:	All parties (attorneys, DHS, parents, etc.)
How long:	15 minutes.
Purpose:	Progress of case and to schedule next appearance dates.
Fee:	Settlement conference fees required and due for Civil and Domestic Relation cases pursuant to ORS 21.215.
PRE-TRIAL CONFERENCES	
We don't have pre-trials on juvenile cases unless a petition for Termination of Parental Rights has been filed and then currently Judge Prall handles those at juvenile.	
TRIALS	
Trial/Jury Fees:	We have court trials on delinquencies and contested permanency trials. No jury trials.
Exhibits:	Presented to court prior to the start of the trial. At the end of the

	trial the exhibits are usually returned to the parties.
Witness List:	Given to court prior to start of trial.
Motions *in limine:*	Not applicable unless delinquency case, then given to the Judge's staff.
Stand/Sit:	Usually sit at counsel table.
Hours:	Usually set for 1 - 3 hours.

Hon. Jamese L. Rhoades, Presiding Telephone: 503-588-7950 Fax: 503-588-5115 Courtroom: 5C Office: Room 5331	
MOTIONS	
Where filed:	With Judge's office unless there is a fee due and owing.
Oral arguments:	Request in caption pursuant to UTCR 5.050.
How scheduled:	If next court appearance set within two weeks schedule at that appearance otherwise set by Judge's staff by email or phone.
Conflicts:	If attorney conflict that office should initiate conference calls to reschedule. If Court conflict, Judge's staff will contact to reschedule.
Temp custody/support/visitations:	Set at first status conference unless it is an "emergency" and the requesting attorney can coordinate between Court and counsel.
Emergency motions:	Must be noted by attorneys with factual basis. Contact Judge's staff to schedule.
Ex parte:	No set time. Depends on Judge's availability.
Pleadings:	Must comply with UTCR. No extra copies unless specifically requested by Judge.
Pro se:	Must comply with UTCR.
Postpone trial:	File motion and affidavit; court will confer with attorneys if necessary.
STATUS CONFERENCES	
How scheduled:	First status set by staff. Additional status conferences scheduled during status conference with Judge.
How notified:	First status by mail or email, after that in chambers or court with copy of status sheet to each party.
How rescheduled:	Requesting attorney initiate conference call to get new date.
How often:	As needed.
How long:	Approximately 15 minutes.
Who attends:	Attorneys, pro se parties, out of custody defendants, parents in juvenile cases and case workers.
Purpose:	To keep case progressing toward resolution.
Different from pre-trial conference:	No great difference except all pleadings/motions must be filed before pre-trial.
Preparation:	Bring your calendar. Ongoing contact with clients and opposing attorney before and after status conferences.
SETTLEMENT CONFERENCES	
How started:	Attorneys request or Court encourages.
How scheduled:	With Judge's staff or Judge during status conference.
Who attends:	Attorneys and clients.
How long:	Different with each case. Depends on the issues.
Purpose:	For Judge, attorneys and clients to actively try to settle a case.
Format:	Judge meets with attorneys in chambers first and then continues to meet with each side until concluded.
Preparation:	A settlement conference order will be mailed to each attorney with the Court's expectations.
Fee:	Settlement conference fees required and due for Civil and Domestic Relation cases pursuant to ORS 21.215.

PRE-TRIAL CONFERENCES	
Generally set in criminal cases when trial scheduled. Attorney can also request pre-trial conference be scheduled.	
TRIALS	
Trial/Jury Fees:	ORS 21.270 requires that the fee for the first day of trial be paid at the time the trial date is set. If trial is longer than one day, subsequent days may be paid at the end of the trial.
Exhibits:	Marked before trial begins. Identify which exhibits are stipulated.
Witness List:	Discussed during pre-trial conference and final list should be provided to Judge's staff before trial begins.
Trial Memorandum:	Generally the day before trial unless complex case.
Motions *in limine:*	Filed before or at pre-trial conference.
Jury Instructions/Verdict Forms:	Submit to staff before trial begins.
Voir dire:	Thirty minute time limit. Defense goes first. Questions may be addressed to group or individual jurors.
Peremptory Challenges	Takes place in open court. Excused juror replaced by next-in-line juror.
Stand/Sit:	Attorneys may sit or stand. Always stand when addressing the Court.
Hours:	Trial begins at 9:00 a.m. Lunch break from Noon to 1:30 p.m. End of day at 5:00 p.m. unless otherwise discussed.

Hon. Susan M. Tripp
Telephone: 503-373-4361 Fax: 503-589-3218
Courtroom: 5A Office: Room 5204

MOTIONS	
Where filed:	With Judge's staff.
Oral arguments:	Request on case caption.
How scheduled:	During status conferences or by conference call.
Conflicts:	Requesting attorney conference in all parties to reschedule.
Temp custody/support/visitations:	Set at first status.
Emergency motions:	Must be supported by factual basis, contact judicial assistant to set.
Ex parte:	Our office has no set time.
Pleadings:	Must comply with UTCR.
Pro se:	Must comply with UTCR.
Postpone trial:	Notify staff by phone of intent to file Motion. File Motion and Affidavit outlining adverse party's position. Judicial assistant will contact parties to set status

STATUS CONFERENCES	
How scheduled:	First status set by Judge's staff. Future status conferences set at status.
How notified:	By email or as stated on the record.
How rescheduled:	Requesting attorney conference in all parties to reschedule.
How often:	As needed.
How long:	15 minutes.
Who attends:	Attorneys, pro-se parties, defendant's out of custody.
Purpose:	Keep cases moving in an orderly and efficient manner.
Different from pre-trial conference:	Yes. See pre-trial conference set out below.
Preparation:	Attorneys should be familiar with the issues in their case and always bring their calendar.

SETTLEMENT CONFERENCES	
How started:	Request of counsel.
How scheduled:	With Judge's staff that will be doing the settlement conference.
Who attends:	Attorneys and clients.
How long:	Depends on issues to be settled.
Purpose:	Try to settle a case prior to trial.
Format:	In most cases the Judge meets with the attorneys and the attorneys then speak with their clients. But, when it is best for the Court to meet with the parties, the Court follows the attorney's lead.
Preparation:	Attorneys should know the case and have discussed all expectations with their clients.
Fee:	Settlement conference fees required and due for Civil and Domestic Relation cases pursuant to ORS 21.215.

PRE-TRIAL CONFERENCES

Attorneys who will try the case must appear in person prepared to discuss exhibits, witnesses and any pre-trial motions. MOTIONS MUST BE SCHEDULED PRIOR TO TRIAL. NO MOTIONS WILL BE HEARD ON THE DAY OF TRIAL. Attorneys should know their case, potential issues in their case and be basically ready to go for trial

TRIALS	
Trial/Jury Fees:	ORS 21.270 requires that the fee for the first day of trial be paid at the time the trial date is set. If trial is longer than one day, subsequent days may be paid at the end of the trial.
Exhibits:	Marked prior to trial.
Witness List:	Final list to be given to judicial assistant the morning of trial.
Trial Memorandum:	Submit at least one day prior to trial.
Motions *in limine:*	Set at status or pre-trial. The Court does not hear motions on the day of trial.
Jury Instructions/Verdict Forms:	Submit to judicial assistant the morning of trial.
Voir dire:	Questions may be addressed to a group or individuals.
Peremptory Challenges	Takes place in open court. Excused juror replaced by next in line juror.
Stand/Sit:	Attorneys must stand to address the Court. Attorneys must request permission to approach the witness.
Hours:	Trials start at 9:00 a.m., lunch as close to Noon as possible, end of day at 5:00 p.m. unless otherwise noted.
Postpone Trial:	Notify staff by phone of intent to file Motion. File Motion and Affidavit, including adverse party's position. Judicial assistant will contact parties to set status.

Status & Pre - Trial Conference Schedules

JUDGES	CIVIL	DOMESTIC	CRIMINAL	JUVENILE	PCRs
Burton	Mon – all day Wed - 8:30 Thu - 1:00 (PTC)	Mon – all day Wed - 8:30	Tue - 1:00 Wed - 8:30 Thu - 1:00 (PTC)	n/a	n/a
Day	Tue - 8:30	Thu - 8:30	Wed - 1:00	n/a	n/a
Geyer	Mon - Fri 8:15 - 9:00	Mon – Fri 8:15-9:00	Fri - 8:30-9:00	n/a	n/a
Graves	Tue - 8:30-9:00	Tues & Thu 8:30-9:00	Mon - 8:30-9:00	Wed - 8:30-9:00	n/a
Hart	Mon & Wed 8:45	Mon & Wed 8:45	Tue - 8:45	Thu - 8:45	1st & 3rd Fri - 8:45
James	Mon – Wed 8:30	Mon –Wed 8:30	Thu - 8:30	n/a	n/a
Norblad	Mon - 8:30	Mon - 8:30	Mon - 8:00	n/a	n/a
Penn	Mon - Wed & Fri 8:30	Mon – Wed & Fri 8:30	Thu - 8:30	n/a	n/a
Partridge	Wed - 8:30	Thu - 8:30	Tue - 8:00	n/a	2nd Mon - 8:30
Rhoades	n/a	Mon, Fri & Thu *(every other)* 8:30-8:45	Wed - 8:30	Tue - 8:30	n/a
Tripp	Mon – a.m.	Mon – a.m.	Mon – p.m.	n/a	n/a

Annex Courtroom Schedules

	Courtroom A	Courtroom B
8:30	In-custody cases with attorney	In-custody cases with attorney
9:30	Out of custody Arraignments without attorney/privately retained attorney	Continuation of In-custody cases with attorney
10:00	No cases scheduled	Show Proofs
10:30	Victim Waivers (Thursdays)	In-custody Hearings/Motions (Release hearing, PV's, etc.)
1:30	Out of custody pleas	Out of custody pleas
2:30	Out of custody Hearings (PV, Motion to Suppress, Bail, etc.)	Out of custody Hearings (PV, Motion to Suppress, Bail, etc.)
3:00	In-custody Arraignments	

Juvenile Court Schedules

2970 Building	
Delinquencies	Monday / Wednesday / Friday – 9-10 Tuesday / Thursday – 8:30-10
Dependency Reviews / Settlement Conf.	Monday / Tuesday – 10-12
Permanency	Tuesday (1st, 4th, rotating 5th) – 2-4
Trials/Hearings	Monday – 2-5 Thursday (1st, 3rd, 5th) – 10-5 Thursday (2nd, 4th) – 10-12 & 3-5 Friday – 10-12 & 2-4:30
Trials	Tuesday (2nd, 3rd) – 2-5
Shelters	Tuesday (2nd, 3rd, rotating 5th) – 1:30-2
Fostering Attachment (FATC)	Wednesday (1st) – 9-12 Wednesday (2nd, 4th) – 10-12
Drug "STAR" Court	Wednesday – 1:30-5
3030 Building	
Dependency Reviews / Settlement Conf.	Wednesday / Thursday / Friday – 10-12
Dependency Reviews (DOC)	Monday / Tuesday / Thursday / Friday – 9:30-10 Wednesday (except 1st) – 9:30-10
Permanency	Tuesday (2nd, 3rd, rotating 5th) – 2-4
Trials/Hearings	Monday – 10-12 & 3-5 Tuesday – 11-12 Wednesday / Thursday (2nd, 4th, 5th) / Friday – 3-5
Trials	Tuesday (1st, 4th) – 2-5
Shelters	Monday / Wednesday / Thursday / Friday – 1:30-2:30 Tuesday (1st, 4th, rotating 5th) – 1:30-2
TPR Prelim	Monday – 9-9:30
Ten On Tuesdays (TOT)	Tuesday – 10-11
MIP Court	Thursday (1st, 3rd) – 3-5

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