

Courtroom Procedures

- Please be sure that all cell phones are off—check with your clients and witnesses too.

Trial Procedures

- We try to keep our dockets clear for trial between 9-12 and 1:30-5;
- Please present written materials and/or cases on issues that may come up during trial early enough for me to read it before deciding. I'd rather listen to your arguments prepared on the issues than catching up after.
- Please prepare an exhibit log for my clerk if there will be more than 5 exhibits. If fewer, this is optional.
- Jury Selection: Keep in mind that this is not a time to talk about the facts of the case. Objections regarding this type of jury selection are taken seriously. Also, although I don't generally put time limits on this, or any part of a trial, but please try to keep the sessions a reasonable length.
- Case Presentation: Although our courtroom is not tiny, it certainly has its limitations. If you have large exhibits or technology issues, please come and take a look before trial to work out any logistical issues. You do not need to ask to approach the witnesses, BUT remember that since we are recording, if you step away from a microphone you need to either wait to talk, or ask for the portable microphone—this goes for witnesses who step off the stand to demonstrate or use charts etc... Another note regarding the record, since there isn't anyone telling you to slow down, speak up, or only speak one person at a time, YOU need to be aware, and remind your witnesses too.
- Jury Instructions: I expect both attorneys to have their instructions ready before the trial. I expect both attorneys to read each others instructions, discuss them, and agree on as many as possible...before closing arguments. Once you are at that point, we can all get together and sort out what will be the final set. I do give written instructions to the jurors; I don't care whether they are read before or after closing, so up to you to ask if you have a preference.
- Civil Jury Instructions: all of the above, but a special request to think about creating an "elements" sheet for the jury that basically sets out the specific things the jurors must find to find for one party or the other.

Civil Motions Procedures

- Remember the rule re: Conferring. Please make it meaningful. I will not hear motions where that requirement has not been met.
- Please be sure that you send a copy of your motions and responses to the court as we can't guarantee that they will make it to the official court file in time for me to read them.

- Set your time estimates realistically. Please be aware that just because you have one motion set, adding more motions may not fit in that same time allotment.
- If you want to have an “official” recording, be sure you pay for it before you come for the hearing.

Communications with the Court

- E-mail communication is fine for scheduling type matters, or updates. Be sure that if you send it to me, that my JA is cc'd, as well as all parties.
- I am happy to get motions as attachments or faxes if they are less than 15 pages long, and are not expected to be the “originals.” Again, with proof of service to all parties.