

Courtroom Procedures - Family Law Cases

CR 111 and CR 112

A. Non-evidentiary and non-contested matters. Counsel and litigants are allowed to appear remotely via Zoom® on the matters listed below, without prior court approval. To facilitate remote access, the court will initiate an open Zoom® meeting at 9:00 a.m. each day court is in session. No invitation or password is necessary to join an open meeting (see attached Instructions for joining a remote hearing via Zoom®). Strict adherence to local rules pertaining to conduct and etiquette during remote hearings is expected. Remote appearances are approved for the following proceedings:

1. Status Dates.
2. Case Management Conference dates.
3. Presentment of agreed orders.
4. Setting of dates for contested matters, Pretrial Conferences, and trial Dates.

B. Evidentiary and contested matters: Counsel and litigants are required to be present in court to participate in all evidentiary hearings and other contested matters. Accordingly, the parties are prohibited from filing notices requesting Zoom® hearings *instanter*. This procedure may evolve over time; until then, exceptions will be considered on a case by case basis. The following matters require appearances in court:

1. First Appearances on contested Motions, unless parties have agreed otherwise.
2. Return of Rule to Show Cause.
3. Matters previously set for hearing.
4. Trials.
5. Any other matters not specifically set forth in Paragraph A above

C. Agreed Orders-Efiling: The court will consider the entry of routine agreed orders off call, at any time, provided the order is signed by the litigants and/or counsel of record. Unless otherwise directed, all proposed orders should be emailed (in word format) to the judge presiding in the respective courtroom. Once entered, it shall be the responsibility of the parties to obtain copies; electronic orders will not be mailed to the parties. Prior to submitting a proposed order setting a future court date, counsel must first confirm the availability of the requested date from the Circuit Clerk's office or the proposed order may be rejected.

D. Deadline for entry of electronic orders. Orders resulting from remote appearances must be prepared by the moving party and submitted electronically (see above) no later than 3:00 p.m. on the same date of the remote appearance. Failure to do so may result in sanctions, including dismissal of the matter pending before the court.