

Courtroom Procedures - Civil Cases

CR 115 and CR 116

A. Non-evidentiary and non-contested matters. Counsel and litigants are allowed to appear remotely via Zoom® 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.

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 a notice of hearing requesting an immediate Zoom® hearing. This procedure may evolve over time; until then, exceptions will be considered on a case by case basis.

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 (excluding family law cases) should be presented electronically via Odyssey EfileLL, or any other locally recognized e-filing vendor. Once signed, 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. Civil Returns – Appearance waived if no proof of service. Counsel need not appear in court and no order is required to enter on cases scheduled for return on initial service, returns on wage/non-wage garnishments, or returns on Citations/Rules, where the requisite service of process on the opposing party has not been effectuated. This waiver of appearance shall apply only if a future court date has already been scheduled, and only if the moving party has previously filed proof of non-service of process in the court file. In the absence of either of those preconditions, counsel must appear in court, either in person or remotely, to obtain a future court date and enter a further order. If appearing remotely, strict adherence to the deadline for submission of electronic orders set forth below is expected.

E. Deadline for entry of electronic orders. Orders resulting from remote appearances must be prepared by the moving party and submitted electronically (see par. C 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.