

**STANDING ORDER ON COURTROOM
PROCEDURES
The Honorable Lisa F. Accardi
Courtroom 114**

The following procedures are implemented with the intention of expediting the management of cases and the operation of the daily court dockets in courtroom 114 only. Accordingly, the court hereby enacts the following procedural guidelines for all cases scheduled to be heard in courtroom 114 until further order of court:

- A. **Appearances by all Defendants- in Person:** Anyone appearing for a traffic offense, ordinance violation, or any Misdemeanor offense must appear **IN PERSON** and not on Zoom for each and every court date. The only exception to this is a signed court order granting the Defendant permission to appear on Zoom.
- B. **Attorneys:** All attorneys appearing on cases in Courtroom 114 may appear on Zoom for status dates **only**. Attorneys wishing to set a matter for trial, whether Jury or Bench, enter a plea, set a hearing date, or conduct a 402 Conference must appear **IN PERSON** with their client.
- C. All trials, hearings, and motions require appearances in person by both the Defendant and their attorney.