

Circuit Judge's Preference Guide

JUDGE CONTACT INFORMATION

Please enter your name.

Name: **Dawn Elshere**

ATTORNEY CONTACT

Generally, how do you prefer attorney contact? **Email**

How do you prefer to receive briefs? **Email**

Would you like to receive copies of pleadings and affidavits related to a brief or motion? **No**

How do you prefer to receive proposed orders? **Odyssey file and serve**

CIVIL SCHEDULING & PRACTICE

What is the preferred method for setting a civil motions hearing, other than in open court? **Email Court directly with cc: to other attorneys of record**

Do you want courtesy copies of the main statutes or cases relied upon in briefs or motions? **No**

Who should be contacted to request/schedule a telephonic appearance? **Court via email**

Do you require a motion or want some form of notice if the parties have stipulated to an extension of a deadline in a scheduling order? **No**

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Should stipulations between counsel on evidentiary issues and/or legal issues be submitted to you in writing?

Yes

What is the preferred method for scheduling a civil jury trial?

Email Court directly with cc: to other attorneys of record

Do you require pretrial conferences and what agenda do you have for pretrial conferences?

No

Do you have a standard pretrial order?

No

Do you have any requirements for court trials that are different from your jury trial expectations?

No

How do you conduct voir dire?

The attorneys will handle voir dire mainly; however, I may ask preliminary questions regarding medical issues preventing service or trips or vacations that may prevent someone from serving.

Do you require a pretrial brief?

No

Do you require pretrial findings of fact and conclusions of law in a court trial?

No

Is there anything else you would like attorneys to know about how you conduct civil matters?

Respondent skipped this question

CRIMINAL SCHEDULING & PRACTICE

What is the preferred method for setting a criminal motions hearing, other than in open court?

Email Court directly with cc: to other attorneys of record

What is the preferred method for seeking a reset of a routine criminal court appearance?

Contact State's Attorney and reset by agreement of counsel

When a suppression motion is filed, do you require or request a pre-evidentiary brief to lay out the issues to be argued?

No

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Do you have any standard sentences or sentencing policies of which attorneys should be aware? **No**

If answer to previous question is yes, please provide examples. (e.g., no suspended imps in certain situations, fine paid in full on day of sentencing, etc) **Respondent skipped this question**

Is there anything else you would like attorneys to know about how you conduct criminal matters?

No

COURTROOM PROTOCOL

Does the Court prefer that lawyers:

- | | |
|---|------------|
| a. Stand when addressing the court | No |
| b. Ask permission to approach an adverse witness | Yes |
| c. Ask permission to approach their own witness | No |
| d. Ask permission before moving about the well of the courtroom | No |
| e. Ask permission to publish an admitted exhibit to the jury | Yes |
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Do you allow lawyers to have cell phones in your courtroom? **Yes**

Do you mind if lawyers check email, etc while waiting in the gallery for their case to be called? **No**

Is there anything else you would like attorneys to know about your preferred courtroom protocol? **Respondent skipped this question**

DOMESTIC CASES

Are there any special issues that arise in your courtroom in domestic cases that you would like the Bar to be aware of?

If there is a case that is a case that poses a heightened security risk please advise the Court before hand so that special arrangements can be made.

Do you have a standard pretrial order? **No**

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Do you require:

Pre-trial conference	No
Pre-trial mediation	No
Asset/Debt spreadsheet (if so, please provide a copy of the required form)	Yes
Pre-trial brief	No
Pre-trial submission of proposed Findings of Fact and Conclusions of Law	No

If the parties stipulate to temporary or final matters, how do you prefer attorneys proceed?

If the agreement has not been reduced to writing a statement on the record regarding that agreement should be made, if it is on the day of court. If it has been reduced to writing an order should be forwarded to the Court.

Is there anything else you would like attorneys to know about how you conduct domestic cases?

At this time no. If I develop a policy as time moves forward I will try to update this information.

COURTHOUSE

Does your courtroom/courthouse have any of the following: (please list all applicable counties)

Separate tables for counsel	Yes
Accessibility for attorneys, parties and witnesses who use wheelchairs	Yes
Podium	Yes
Microphone system	Yes
Photocopier	Yes
Free internet access or law library for visiting lawyers	law library only
Screen for video presentation	unsure, contact court administration
Computer or television for video presentations	yes

Is there anything not previously addressed that you would like attorneys practicing in your court to know?

If an attorney has a question about policy or procedure they should feel free to contact me directly.
