

MEMORANDUM

TO: Members of the Bar in the 19th Judicial District (MCBA and RCBA)

FROM: Ross H. Hicks, Circuit Court Judge *RNH*

RE: Pre-hearing filings in Zoom or Telephonic Hearings/Bench Trials

DATE: July 8, 2020

There seems to be some confusion concerning the requirements for the filing and exchange of witness and exhibit lists, trial briefs, memoranda of law and other pre-trial filings described in "RULE 24. PRE-TRIAL PROCEDURE" of the Local Rules of Practice of the Circuit Court. For clarification:

1. All requirements of Rule 24 apply to electronic or telephonic hearings.
2. With respect to Local Rule of Practice Section 24.02 (exhibit lists), the exchange and filing requirements are governed by paragraph 2 of the final hearings and bench trials section of my Memo of July 6, 2020 i.e. exchanges to occur two days prior to the hearing, a copy filed with the Clerk of the Court, etc.
3. All pleadings, pre-trial filing, exhibit copies, etc. must be filed with the Clerk of the Court. DO NOT SEND HARD COPIES OR ELECTRONIC COPIES OF THESE DOCUMENTS TO MY ASSISTANT OR TO ME. As has always been the case, these documents are not made part of the record unless actually filed in the Clerk's office.
4. Once a Zoom or telephonic hearing has been set, if the parties reach a settlement in the case or agree to continue or reset the hearing, you must electronically notify both the Clerk's office and my assistant that the matter has been settled, continued or reset.

Thank you for your cooperation in adhering to these procedures.