

**THE HONORABLE JAMIE ANDERSON
FOURTH JUDICIAL DISTRICT
PRACTICE POINTERS & PREFERENCES**

I. Contact with Chambers

- Logistical questions, scheduling questions, or basic questions should be all directed to Judge Anderson's law clerk via email. All parties should be copied on emails regarding scheduling questions.
- No substantive questions should be asked via email correspondence.
- Judge Anderson will conduct telephone conferences in certain circumstances. She prefers that the parties initiate the call and asks that all parties be on the phone before contacting the Court.
- Judge Anderson asks that all parties be conscious of acting with respect to not only the Judge but her clerk, court staff and opposing counsel.

II. Motion Practice

- Requests for continuances of changes to the scheduling order should be made via email. All parties should be copied on the email indicating if the change is requested by agreement or not. If the request is not made by agreement it will be set for a hearing or subsequently denied.
- Judge Anderson requests that stipulations or proposed orders be filed through the court administrator and also be sent via email.

III. Written Submissions

- Judge Anderson requests all proposed orders in every uncontested matter be sent via email in Word format and filed through the court administrator.
- Attorneys are never required to submit courtesy copies of case authority along with their written submissions.
- Papers for a preliminary injunction or temporary restraining order motions must be filed before scheduling a hearing.

IV. In-Court Proceedings

- Counsel should arrive in enough time prior to a hearing to be prepped to start on time. If the Parties are going to meet and confer, Judge Anderson asks that be done prior to the scheduling start time of the hearing.

- Judge Anderson does not require attorneys stand at the podium to address the Court.
- Judge Anderson prefers that the moving party sit at the table to the Judge's left. The responsive party is to sit at the table to Judge Anderson's right.
- Parties are not allowed to bifurcate their oral argument.
- Judge Anderson discourages attorney from recapping material from their written submissions during oral argument.
- Witness testimony during hearings on preliminary injunction/temporary restraining order motions is not given.
- If an attorney intends to present new case authority at oral argument, i.e. cases not cited in the papers, he/she should provide a courtesy copy of the case to opposing counsel. A courtesy copy does not need to be provided to the Court.

V. Pretrial Procedures

- Judge Anderson does not issue a pre-trial order/notice.

VI. Trial

- Trial days are generally scheduled from 9:00 a.m. to 12:00 p.m., with one break, and continue from 1:30 p.m. to 4:30 p.m. with a second break. If a live court reporter is being used breaks may vary.
- Judge Anderson does not have any requirements about how much notice counsel must give the opposing side about which witnesses will be testifying on a particular trial day.
- Attorneys are not required to stand to make an objection in trial. The basis for the objection should be stated in a couple of words. Attorneys should only approach the bench and argue the objection upon invitation.
- Attorneys do not need to stand at the podium when examining witnesses.
- Time limits on opening statements or closing arguments will be imposed on a case-by-case basis.
- Attorneys must ask the Court's permission before approaching a witness. Witnesses and opposing counsel must be addressed formally during trial.
- Trial exhibits must be marked prior to trial. Attorneys may use electronic exhibits in cases with a voluminous number of exhibits if this is approved ahead of time and delivery of the exhibits is confirmed by opposing counsel.

- The presentation of video and audio recordings will be determined on a case by case basis.
- Attorneys are not able to obtain daily transcripts during trial.
- Judge Anderson will survey jurors following trial and Counsel will be made aware of the results. Judge Anderson does not allow attorneys to individually contact jurors after the conclusion of trial.