

**THE HONORABLE LOIS R. CONROY**  
**FOURTH JUDICIAL DISTRICT**  
**JUVENILE PRACTICE POINTERS & PREFERENCES**

**I. Contact with Chambers**

- Counsel may contact Judge Conroy's clerks with questions via phone (612-596-9017, 612-596-9013) or staff email ([4thJudgeConroyStaff@courts.state.mn.us](mailto:4thJudgeConroyStaff@courts.state.mn.us)). Clerks will not answer substantive legal questions, but will address scheduling/logistical questions. All represented parties who contact chambers will be directed to contact their attorney and communicate with chambers through counsel. Any substantive legal questions or requests of the Court should be submitted by email, and all parties must be included in any correspondence. Please have the court file number and your client's name when contacting chambers.

**II. Motion Practice**

- Counsel should meet and confer prior to a scheduled pre-trial hearing to discuss proposed exhibits and witnesses. Counsel should come ready to address any objections on the record.
- A list of stipulated exhibits and witness should be provided to the Court in writing. A scheduling order shall issue when a trial date is set, and many procedural details will be addressed in the Court's order.
- Motion hearings may be requested by emailing Judge Conroy's staff. All parties must be included in any correspondence.
- Any continuance requests should be made via email. All parties must be included in any correspondence. Judge Conroy does not favor continuance requests made the day of trial.

**III. Written Submissions**

- Proposed orders for Juvenile Protection matters should be submitted electronically to the Court and parties within 10 days following a dispositional hearing. *See generally* Minn. R. Juv. Prot. P. 10 (2014).
- Motions and other written admissions should be e-filed in accordance with Minn. Gen. R. Prac., Rule 14. All parties must be included on any correspondence.

**IV. In-Court Proceedings**

- Juvenile Court hearings are generally scheduled for 30 minutes. Dispositional hearings are scheduled for one hour or more, as requested by the parties. Multiple hearings will be scheduled during the Court's block time. Once all parties are assembled and prepared to call the case, the case will be called. If a parent or juvenile is not present within 30 minutes from the scheduled hearing, and all remaining parties

are prepared to proceed, the Court will call the matter without the missing individuals present.

- Juvenile Delinquency calendars (detentions, pre-trials, and trial call) schedule every matter to begin at the same time. Those cases will be called on a first-come, first-serve basis.
- The Court will address each party in turn; please wait until the Court requests your position. Examinations and statements to the Court will be made from counsel table. When addressing the Court, counsel should stand. When examining witnesses or making an objection, counsel may remain seated at counsel table. Counsel should seek permission to approach the bench and witness.

**V. Pretrial Procedures**

- Pre-trial procedures are addressed in the scheduling order issued by the Court in Juvenile Protection matters. *See* Minn. R. Juv. Prot. P. 6. Juvenile Delinquency matters are not dictated by a scheduling order; rather, counsel should proceed as one would in criminal court.

**VI. Trial**

- A trial will always take precedence over other matters. Trial and pre-trial procedures will be addressed in Juvenile Protection scheduling orders. Juvenile Delinquency matters will proceed as they would in criminal court.
- Objections: counsel should state the basis for their objection (i.e. Objection, Relevance).
- Counsel and witnesses should be addressed formally; the use of first names is not appropriate. All names should be spelled for the record the first time.
- Counsel shall provide copies of any exhibits to all parties, the Court, and the clerk.