

**JUDGE MARK J. KAPPELHOFF  
DISTRICT COURT JUDGE, FOURTH JUDICIAL DISTRICT  
GENERAL PRACTICE POINTERS**

**I. Contact with Chambers**

- Counsel may contact Judge Kappelhoff's law clerk with questions related to case matters not covered by the rules or any applicable orders. Counsel should have the court file information to reference when calling or emailing chambers. Law clerks will not answer substantive legal questions.
- Counsel should always copy and/or notify all relevant parties on any communication with Judge Kappelhoff's chambers related to pending matters.
- The contact information for Judge Kappelhoff's chambers is as follows:
  - Chambers Email: [4thJudgeKappelhoffChambers@courts.state.mn.us](mailto:4thJudgeKappelhoffChambers@courts.state.mn.us)
  - Chambers Phone: (612) 543-3518
  - Law Clerk: (612) 543-3519

**II. Motion Practice**

- Pre-trial motions are handled on a case-by-case basis. Motion hearings are generally held on the day they are scheduled, unless the parties wish additional time to brief the issue(s) prior to argument.
- Pre and/or post-hearing written submissions addressing the pre-trial issue(s) can be helpful, but are not required.

**III. In-Court Proceedings**

- Parties may choose to sit at either counsel table in the courtroom.
- Parties may sit or stand at counsel table when addressing the court, and they also may use the podium if they prefer.

#### IV. Trial Procedures

- Trial days are generally scheduled from 9 a.m. to noon, with a mid-morning break, and continue from 1:30 p.m. to 4:30 p.m. with a mid-afternoon break. This schedule may be adjusted on a case-by-case basis to accommodate the schedules of the court, parties, or witnesses.
- Attorneys may sit or stand at counsel table or move about the courtroom when examining witnesses. Attorneys are welcome to use the podium during opening statement, closing argument, or *voir dire*.
- Prior to trial, parties should submit any motions *in limine*. Judge Kappelhoff generally hears oral argument on motions *in limine* or other trial-related motions prior to trial. The parties may brief any legal or trial-related issues before oral argument.
- Prior to trial, parties should submit any proposed jury instructions or special verdict forms.
- Parties are encouraged to pre-mark exhibits. Before trial, attorneys should obtain rulings on admissibility of exhibits and consider whether stipulations can address the admissibility of any exhibits.
- During *voir dire*, Judge Kappelhoff will begin by asking prospective jurors questions, followed by the attorneys. Attorneys may not discuss or argue the facts of the case, propose hypotheticals, or inquire about disputed issues in the case.
- Attorneys should state the basis for making an objection. Attorneys may request permission to approach the bench if they wish to argue the objection.

#### V. Decorum, Professionalism, and Civility

- Attorneys should conduct themselves in a professional manner at all times, and treat each other, all parties, and members of the court staff with respect, courtesy and civility. See Title I, Rule 2. Court Decorum; Conduct of Judges and Lawyers.