

**THE HONORABLE JUDGE LAMAS
FOURTH JUDICIAL DISTRICT
PRACTICE POINTERS & PREFERENCES**

I. Contact with Chambers

- It is recommended that all communication, whether scheduling, logistics, or substantive be sent to staff at 4thJudgeLamasStaff@courts.state.mn.us.
- All communication via e-mail must have opposing party copied on the e-mail.

II. Motion Practice

- Parties should e-mail staff as soon as possible in advance of a hearing to inform the Court that a contested motion is resolved or partially resolved.
- Anyone requesting a continuance or change in scheduling should first contact opposing party. E-mail communication with staff and opposing party is preferred.

III. Written Submissions-briefing

- All written submissions must be e-filed by the end of business on the due date.
- No courtesy copies should be sent unless specifically requested, or if the documents are time sensitive. If courtesy copies are requested or time sensitive, they should be e-mailed to staff and opposing party. Do not provide hard copies, or send postal mail.

IV. In-Court Proceedings

- All parties are required to arrive on time for hearings.
- Notice for a waiver of appearance should be done before the hearing, and must notify opposing party. They must abide by the Rules of Criminal Procedure.
- Defense counsel should remain beside defendant while on the record.
- Oral arguments do not need to recap the material from written submissions. Oral arguments should be focused on the most important points of the issue.
- If additional case law is presented at oral argument, a hard copy of that case should be provided to the court and opposing party.

V. Pretrial Procedures

- Judge Lamas does not have standing orders in regards to pretrial procedures. She prefers to address the procedures for each case individually based on the aspects of each case.
- *Voir dire* is also handled on a case by case basis, although counsel is expected not to repeat questions already presented to the jury.
- Jury instructions, special verdict forms, and witness lists should be filed together with other pretrial motions. The jury instructions should be listed according to the CRIMJIG number. Special jury instructions that differ from the CRIMJIGs should be written and submitted at the same time.
- Motions *in limine* should be limited to unique issues in the case. They should not reiterate clear and undisputed issues of law. The motions will be argued before trial.
- Before case discussion in chambers, parties should make efforts to resolve the case. Chambers discussions should be limited to situations where Judge Lamas' participation is needed.

VI. Trial

- Trial days are generally scheduled to start at 9:00 a.m. with a 20 minute break every hour and a half. Lunch will be adjusted to fit on a case by case basis. Parties are expected to be ready to go at 9:00 a.m.
- Counsel should notify the court and opposing parties which witnesses they intend to call, on which day, and in what order, as soon they know.
- In the case of objections, counsel should announce the objection and state the reason for the objection. Counsel may request to approach the bench if they wish to argue the objection.
- Counsel should remain at their table when examining witnesses.
- Permission is required to approach the witness in all cases.
- All exhibits should be marked prior to trial.
- At the conclusion of the trial, Judge Lamas will let the jury know that they are free to talk, or not talk, to the attorneys.

VI. Sentencing in Criminal Cases

- Plea petitions must be completed for all Felonies, Gross Misdemeanors, and enhanceable offenses.
- All motions for a departure should be e-filed at least 1 week in advance of sentencing.