

Attorney Protocol for Remote Civil Division Operations
Updated April 29, 2020

- 1. Communicating with the Court:** Please email the JA for the assigned Judge with any questions regarding your case, and copy opposing counsel. Please check the Court's website for email addresses for Civil Judicial Attorneys/Judicial Assistants ("JAs"). Refrain from discussions that could be construed as ex parte communications.
- 2. Emergency matters:** Should you have a true emergency that requires the immediate attention of an Emergency Judge, call 313-224-5255 to reach Case Processing.
- 3. Adjournment of Scheduling Order Dates:** Beyond the 60-day adjournment described in Chief Judge Kenny's March 23 order, there is no further automatic adjournment, but parties may stipulate to change tracks as described in Chief Judge Kenny's Order dated April 29, 2020: cases currently on Track 1 to Track 2; cases currently on Track 2 to Track 3; cases currently on Track 3 to adjourn deadlines up to 90 days. If any party objects to an adjournment as described above, the party proposing an adjournment may file a motion to adjourn. If no adjournment is needed the parties need not take any action.
- 4. Case Evaluation:** The Mediation Tribunal Association will resume scheduled Case Evaluations on May 18. Case Evaluations will be conducted remotely via Zoom. For questions related to case evaluation, email Lisa Timmons at Lisa.Timmons@3rdcc.org.
- 5.** Attorneys are encouraged to attempt facilitation, as several facilitators are working remotely. For a list of facilitators working remotely, email Lisa Timmons.
- 6. Orders:** Attorneys are encouraged to attempt resolution of issues through communication with each other and stipulations as much as possible. Stipulated orders can be e-filed.
- 7. Remote Settlement Conferences and/or Hearings:** The extent to which a Judge conducts virtual proceedings is discretionary. Please email the Judge's JA for information regarding scheduling and procedures.
- 8. Zoom Hearings:** Attorneys should consult the Third Circuit Court Zoom Video Conferencing User Guide and other Zoom resources available at 3rdcc.org.

Civil Division JA Email Addresses

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