

JUDGE KENNISON'S ORDER REGARDING POLICIES AND PROCEDURES

Effective 8-27-24

Court Schedule:

- 9:00a.m.: Case Management Conferences/Status Dates/ Presentment of Motions Monday-Friday.
- 9:30a.m.- 11:30am: Hearings/Pre-trials Monday-Thursday.
- 10:30a.m.: First day of Trial Monday-Thursday.
- 1:30 p.m.: Continuation of on-going Trials/Hearings Monday-Thursday.
- 9:30a.m. -1:30p.m. Special set matters Friday

General Procedures:

Pursuant to Administrative Order 2023-10 and Presiding Judge Garcia's standing Order, Individuals may appear without advance authorization each Friday via Zoom for presentment of motions, status, and case management conferences provided they follow the Court's rules regarding remote appearances that are published to the waiting room before the start of court each morning. All other proceedings shall be held in person unless advance permission is obtained from the Court for good cause shown upon written notice of motion and motion.

Individuals who habitually have difficulty appearing remotely, e.g. connectivity issue, technical difficulties, or inappropriate behavior will be required to appear in person.

Before court begins for the day or during periods of court recess, counsel shall check-in with the Clerk. Participants on Zoom shall check-in using the Chat feature. When addressing a case before the Court, counsel shall first state the case line number from that day's Court docket sheet, followed by the case name and number.

Once a contested hearing or trial commences it will proceed day to day, except on Fridays, unless for good cause shown otherwise ordered by the Court.

Communication with the Court:

All communication with the Court must be via writing with all parties copied in on the communication. The Court does not accept ANY documents via email.

Courtesy Copies:

The Court does **NOT** accept courtesy copies of Motions/Petitions unless specifically requested.

Orders:

No order is necessary when scheduling status, case management conference, and agreed prove-ups excepting matters related to an order of protection.

A written/typed order is required for all other matters, including orders regarding orders of protection. Absent permission by the judge print orders must be presented prior to leaving the courtroom. With permission all other orders shall be submitted via Odyssey within 24 hours of the case being addressed.

Orders shall be dated, identify the parties/ attorneys of record, and who was present before the Court. If setting hearing/trial, the order shall list each Motion/Petition and the corresponding date of filing. If an order is not submitted timely it will be rejected. Failure to timely submit a proper order may result in cancellation of the intended future court date.

A calculation sheet with data information must be attached to any order setting support.

In its discretion on a case-by-case basis the Court may accept for presentment and entry agreed orders presented off-call.

Prove-ups:

Prove-up dates will be scheduled only after settlement documents have been signed by all parties. The original hard copies of all prove-up documents including, but not limited to, the proposed Judgment for Dissolution of Marriage, Marital Settlement Agreement, Name Change Order, Support Order, Certificate of Dissolution of Marriage, etc. shall be presented in open court. Do **NOT** submit these documents electronically unless otherwise directed by the Court as it causes unnecessary work for the court and clerk.

Pre-Trials:

See the Court's standing Order dated June 27, 2023.

Trials:

Trial memoranda and trial exhibits shall be exchanged between the parties seven (7) days prior to commencement of trial. The court does not accept trial exhibits prior to commencement of trial.