

## Judge Contact Information

### 1. Please enter your name and contact information.

Name: - Jane Wipf Pfeifle

Email Address: - jane.pfeifle@uj.s.state.sd.us

Phone Number: - 605 394 2571

## Attorney Contact

### 2. Generally, how do you prefer attorney contact?

Email

### 3. How do you prefer to receive briefs?

Email with hard copy also sent via U.S. Mail

### 4. Would you like to receive copies of pleadings and affidavits related to a brief or motion?

Yes, via email with hard copy also sent via U.S. Mail

### 5. How do you prefer to receive proposed orders?

Email

## Civil Scheduling and Practice

### 6. What is the preferred method for setting a civil motions hearing, other than in open court?

Attorney conference call with Court Administration and all attorneys must agree to date. If you need a hearing longer than 15 minutes, contact the judge via email with a copy to the other party/attorney.

### 7. Do you want courtesy copies of the main statutes or cases relied upon in briefs or motions?

No

### 8. Who should be contacted to request/schedule a telephonic appearance?

Court via email

### 9. Do you require a motion or want some form of notice if the parties have stipulated to an extension of a deadline in a scheduling order?

Yes

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**10. Should stipulations between counsel on evidentiary issues and/or legal issues be submitted to you in writing?**

Yes

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**11. What is the preferred method for scheduling a civil jury trial?**

Attorney conference call with court

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**12. Do you require pretrial conferences and what agenda do you have for pretrial conferences?**

Yes

I follow the pretrial conference checklist

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**13. Do you have a standard pretrial order?**

Yes

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**14. Do you have any requirements for court trials that are different from your jury trial expectations?**

No

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**15. How do you conduct voir dire?**

The Court asks only about potential jurors' scheduling issues; otherwise, the attorneys conduct it

**16. Do you require a pretrial brief?**

No

Unless it is a court trial with particularly complex matters.

**17. Do you require pretrial findings of fact and conclusions of law in a court trial?**

Yes, I prefer them, but I'm not a stickler for it.

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**18. Is there anything else you would like attorneys to know about how you conduct civil matters?**

The earlier you have your briefs in the better

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## Criminal Scheduling and Practice

19. What is the preferred method for setting a criminal motions hearing, other than in open court?

Attorney conference call with Court Administration and all attorneys must agree to date

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20. What is the preferred method for seeking a reset of a routine criminal court appearance?

Email Court directly with cc: to other attorneys of record

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21. When a suppression motion is filed, do you require or request a pre-evidentiary brief to lay out the issues to be argued?

No

22. Do you have any standard sentences or sentencing policies of which attorneys should be aware?

No

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23. If answer to previous question is yes, please provide examples. (e.g., no suspended imps in certain situations, fine paid in full on day of sentencing, etc)

**No Response**

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24. Is there anything else you would like attorneys to know about how you conduct criminal matters?

I want the attorneys to agree on a set of jury instructions and ONLY submit those to which they do not agree.

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## Courtroom Protocol

25. Does the Court prefer that lawyers:

	Yes	No
a. Stand when addressing the court	X	
b. Ask permission to approach an adverse witness	X	
c. Ask permission to approach their own witness		X
d. Ask permission before moving about the well of the courtroom		X
e. Ask permission to publish an admitted exhibit to the jury	X	

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*Comments:*

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**26. Do you allow lawyers to have cell phones in your courtroom?**

Yes

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**27. Do you mind if lawyers check email, etc while waiting in the gallery for their case to be called?**

No

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**28. Is there anything else you would like attorneys to know about your preferred courtroom protocol?**

When lawyers talk to their clients during Advisories, it is distracting. Please do it ahead of time.

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### **Domestic Cases**

**29. Are there any special issues that arise in your courtroom in domestic cases that you would like the Bar to be aware of?**

**No Response**

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**30. Do you have a standard pretrial order?**

No

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**31. Do you require:**

	<b>Yes</b>	<b>No</b>
Pre-trial conference		<b>X</b>
Pre-trial mediation	<b>X</b>	
Asset/Debt spreadsheet (if so, please provide a copy of the required form)	<b>X</b>	
Pre-trial brief		<b>X</b>
Pre-trial submission of proposed Findings of Fact and Conclusions of Law	<b>X</b>	

*Comments:*

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**32. If the parties stipulate to temporary or final matters, how do you prefer attorneys proceed?**

Advise court of stipulation and provide copy

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**33. Is there anything else you would like attorneys to know about how you conduct domestic cases?**

**No Response**

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## **Courthouse**

**34. Does your courtroom/courthouse have any of the following: (please list all applicable counties)**

Separate tables for counsel - Y

Accessibility for attorneys, parties and witnesses who use wheelchairs – Y, but Courtroom 6 is small

Podium - Y

Microphone system - Y

Photocopier - Y

Free internet access or law library for visiting lawyers - N

Screen for video presentation - Y

Computer or television for video presentations - Y

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**35. Is there anything not previously addressed that you would like attorneys practicing in your court to know?**

**No Response**