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**JUDGE CONTACT INFORMATION**

1. Please enter your name.

Name: **Patrick Smith**

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**ATTORNEY CONTACT**

2. Generally, how do you prefer attorney contact? **Email**

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3. How do you prefer to receive briefs? **Email**

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4. Would you like to receive copies of pleadings and affidavits related to a brief or motion? **No**

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5. How do you prefer to receive proposed orders? **Odyssey file and serve**

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**CIVIL SCHEDULING & PRACTICE**

6. What is the preferred method for setting a civil motions hearing, other than in open court? **Contact Clerk of Courts and attorney may schedule and notice other attorney**  
,  
Other:  
For matters anticipated to take longer than 1 hour, email the court directly

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Circuit Judge's Preference Guide

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

**No**

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

**Clerk of Courts**

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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?

**No,**  
Please explain:  
filing is adequate

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

**Email Court directly with cc: to other attorneys of record**  
,  
Other::  
if not stipulated as ready for trial, contact clerk and set for a hearing

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

**No,**  
If yes, what is your agenda?:  
Require, no, but if there are issues the parties can schedule with the clerk.

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13. Do you have a standard pretrial order?

**No**

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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?

Parties conduct, with court guidance.

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16. Do you require a pretrial brief?

No,  
Please explain:  
This is case dependent. They are necessary in certain cases.

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

No,  
Please explain:  
I may while the matter is under advisement, and will so advise.

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

I do not litigate contested matters via email absent agreement of the parties and permission of the court.

### CRIMINAL SCHEDULING & PRACTICE

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

**Contact Clerk of Courts and attorney may schedule and notice other attorney**

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Other:  
If longer than an hour is needed, email the court directly.

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

**Contact State's Attorney and reset by agreement of counsel**

,  
Other::  
Can also go directly to the clerk for a first continuance.

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

**Yes**

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

**Yes**

**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)

I attempt to be consistent on certain misdemeanors, and generally follow the bond schedule when appropriate.

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

POAs are permitted, and encouraged, in misdemeanors. Scheduling hearings can be telephonic, and I am open to the use of ZOOM when necessary.

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### COURTROOM PROTOCOL

**25.** Does the Court prefer that

lawyers:

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

Be in the courtroom when your time is up on the calendar unless excused, even if the docket is running behind.

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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?

I do not amend bond to allow contact in criminal cases. In TPOs, if extensive time is needed the court should be advised and counsel prepared to reset. I do not mandate mediation, but will often recommend it, and in most cases involving custody I require a home study.

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**30.** Do you have a standard pretrial order? **No**

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**31.** Do you require:

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

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

Submit the stipulation and an order via Odyssey.

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

If there is any need for heightened security the attorneys should so advise.

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**COURTHOUSE**

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

Separate tables for counsel	<b>all counties</b>
Accessibility for attorneys, parties and witnesses who use wheelchairs	<b>all counties</b>
Podium	<b>all counties</b>
Microphone system	<b>all counties</b>
Photocopier	<b>all counties</b>
Free internet access or law library for visiting lawyers	<b>all counties</b>
Screen for video presentation	<b>all counties</b>
Computer or television for video presentations	<b>all counties</b>

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

Make time to test run use of courtroom technology, You can be granted access by the clerk anytime prior to trial.

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