



CIRCUIT JUDGE PREFERENCES:

Judge Abigail Howard

ATTORNEY CONTACT

1. **Generally, how do you prefer attorney contact?** Email.
2. **How do you prefer to receive briefs?** Email.
3. **Would you like to receive copies of pleadings and affidavits related to a brief or motion?** No.
4. **How do you prefer to receive proposed orders?** Odyssey file and serve.

CIVIL SCHEDULING AND PRACTICE

5. **What is the preferred method for setting a civil motions hearing, other than in open court?** Email Court directly with cc: to other attorneys of record.
6. **Do you want courtesy copies of the main statutes or cases relied upon in briefs or motions?** No.
7. **Who should be contacted to request/schedule a telephonic appearance?** Court via email.
8. **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?** No.
9. **Should stipulations between counsel on evidentiary issues and/or legal issues be submitted to you in writing?** Yes.
10. **What is the preferred method for scheduling a civil jury trial?** Email Court directly with cc: to other attorneys of record.
11. **Do you require pretrial conferences and what agenda do you have for pretrial conferences?** No.
12. **Do you have a standard pretrial order?** No.
13. **Do you have any requirements for court trials that are different from your jury trial expectations?** No.

14. **How do you conduct voir dire?** The attorneys will handle voir dire mainly; however, I may ask preliminary questions regarding medical issues preventing service or trips or vacations that may prevent someone from serving.
15. **Do you require a pretrial brief?** No.
16. **Do you require pretrial findings of fact and conclusions of law in a court trial?** No.
17. **Is there anything else you would like attorneys to know about how you conduct civil matters?** No Response.

CRIMINAL SCHEDULING AND PRACTICE

18. **What is the preferred method for setting a criminal motions hearing, other than in open court?** Email Court directly with cc: to other attorneys of record.
19. **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.
20. **When a suppression motion is filed, do you require or request a pre-evidentiary brief to lay out the issues to be argued?** No.
21. **Do you have any standard sentences or sentencing policies of which attorneys should be aware?** No.
22. **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.
23. **Is there anything else you would like attorneys to know about how you conduct criminal matters?** No Response.

COURTROOM PROTOCOL

24. **Does the Court prefer that lawyers:**
 - a. **Stand when addressing the court:** No.
 - b. **Ask permission to approach an adverse witness:** Yes.
 - c. **Ask permission to approach their own witness:** No.
 - d. **Ask permission before moving about the well of the courtroom:** No.
 - e. **Ask permission to publish an admitted exhibit to the jury:** Yes.
25. **Do you allow lawyers to have cell phones in your courtroom?** Yes.
26. **Do you mind if lawyers check email, etc while waiting in the gallery for their case to be called?** No.

27. **Is there anything else you would like attorneys to know about your preferred courtroom protocol?** No Response.

DOMESTIC CASES

28. **Are there any special issues that arise in your courtroom in domestic cases that you would like the Bar to be aware of?** If there is a case that poses a heightened security risk please advise the Court beforehand so that special arrangements can be made.
29. **Do you have a standard pretrial order?** No.
30. **Do you require:**
- a. **Pre-trial conference:** No.
 - b. **Pre-trial mediation:** No.
 - c. **Asset/Debt spreadsheet** (if so, please provide a copy of the required form): Yes.
 - d. **Pre-trial brief:** No.
 - e. **Pre-trial submission of proposed Findings of Fact and Conclusions of Law:** No.
31. **If the parties stipulate to temporary or final matters, how do you prefer attorneys proceed?** If the agreement has not been reduced to writing, a statement should be made on the record regarding that agreement. If it has been reduced to writing, an order should be forwarded to the Court.
32. **Is there anything else you would like attorneys to know about how you conduct domestic cases?** No Response.

COURTHOUSE

33. **Does your courtroom/courthouse have any of the following:** (please list all applicable counties)
- a. **Separate tables for counsel:** Yes.
 - b. **Accessibility for attorneys, parties and witnesses who use wheelchairs:** Yes.
 - c. **Podium:** Yes.
 - d. **Microphone system:** Yes.
 - e. **Photocopier:** Yes.
 - f. **Free internet access or law library for visiting lawyers:** Law library only.
 - g. **Screen for video presentation:** Yes.
 - h. **Computer or television for video presentations:** Yes.
34. **Is there anything not previously addressed that you would like attorneys practicing in your court to know?** If an attorney has a question about policy or procedure they should feel free to contact me directly.