CIRCUIT JUDGE PREFERENCES:

Judge Cassidy M. Stalley

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?** Yes.
4. **How do you prefer to receive proposed orders?** Odyssey File and Serve. Please note, if you submit an order via Odyssey File and Serve, I will assume that the order and its language have been agreed to as to form by the parties. If you are submitting an order via Odyssey that is contested, I require the attorneys to alert me to that fact via email prior to the order being submitted via Odyssey.

CIVIL SCHEDULING AND PRACTICE

5. **What is the preferred method for setting a civil motions hearing, other than in open court?** Contact Court Administration and attorney may schedule with notice to other attorney(s). If the hearing is going to be more than 15 minutes, contact the Court directly for date options.
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, copying other attorneys of record.
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?** Yes, if it may impact hearing or trial dates.
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?** File a motion for a scheduling and set a motions hearing. At the hearing, the

parties should be prepared to assure the Court that discovery is complete or near completion and to set deadlines for jury instructions, motions in limine, witness and exhibits lists, and substantive motions. Counsel should prepare a Scheduling & Pretrial Conference Checklist Order.

11. **Do you require pretrial conferences and what agenda do you have for pretrial conferences?** It depends on the nature of the case. Pretrial conferences will generally be required in matters set for jury trial. In matters set for court trial, a pretrial conference will not routinely be required but may be scheduled when significant motions, evidentiary disputes, or other matters warrant advance discussion. The Court may also order a pretrial conference when necessary for case management, to narrow disputed issues, or to ensure trial readiness. If a pre-trial conference is necessary, Counsel should prepare a pre-trial conference checklist and furnish to the Court and opposing counsel.
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?** Yes. Parties should contact the Court for permission to schedule a court trial on a civil matter. The parties may also be required to submit pre-trial briefs depending upon the nature of the case.
14. **How do you conduct voir dire?** I ask a few very basic questions as to overall ability/willingness to serve but leave the majority of questioning to counsel.
15. **Do you require a pretrial brief?** It depends on the nature of the case. If the matter is scheduled for a jury trial, a pretrial brief is not required. If the matter is set for a court trial, a pre-trial brief may be required, especially if counsel anticipates complex or unusual issues. The brief should be submitted at least fourteen days in advance of trial.
16. **Do you require pretrial findings of fact and conclusions of law in a court trial?** No, unless specifically requested prior to trial.
17. **Is there anything else you would like attorneys to know about how you conduct civil matters?** No.

CRIMINAL SCHEDULING AND PRACTICE

18. **What is the preferred method for setting a criminal motions hearing, other than in open court?** Email Court directly copying other attorneys of record.
19. **What is the preferred method for seeking a reset of a routine criminal court appearance?** Email Court directly copying other attorneys of record.

20. **When a suppression motion is filed, do you require or request a pre-evidentiary brief to lay out the issues to be argued?** Yes.
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)
23. **Is there anything else you would like attorneys to know about how you conduct criminal matters?**

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?** If you resolve a case prior to a scheduled hearing, please make sure that Court Administration is notified of the cancelation. Notify the Court directly if a hearing is canceled within 48 hours of the scheduled hearing.

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

30. Do you require:
   a. **Pre-trial conference:** No.
   b. **Pre-trial mediation:** Yes.
   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.

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:** No.
    f. **Free internet access or law library for visiting lawyers:** No.
    g. **Screen for video presentation:** Yes.
    h. **Computer or television for video presentations:** Display for video presentations is available, but counsel or parties must provide the computer.

34. **Is there anything not previously addressed that you would like attorneys practicing in your court to know?** No.