



CIRCUIT JUDGE PREFERENCES:

Judge Dawn Elshere

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.

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 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 on the record regarding that agreement should be made, if it is on the day of court. 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?** At this time no. If I develop a policy as time moves forward, I will try to update this information.

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:** Unsure, contact court administration.
 - 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.