
JUDGE CONTACT INFORMATION

1 Please enter your name.

Name: **Matt Brown**

ATTORNEY CONTACT

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

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

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 & PRACTICE

6 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**

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

8 Who should be contacted to request/schedule a telephonic appearance? **Court Administration**

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

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

File a motion for scheduling and set for a motions hearing

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

Yes,
If yes, what is your agenda?:
Mainly to cover any outstanding issues

13 Do you have a standard pretrial order?

No

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

No

15 How do you conduct voir dire?

Parties conduct voir dire.

16 Do you require a pretrial brief?

No

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

No

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

No

CRIMINAL SCHEDULING & PRACTICE

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

Contact Court Administration and attorney may schedule with notice to other attorney

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

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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**

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) **Respondent skipped this question**

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

All initial Presentence Investigations (PSIs) shall be set up with Court Services by the defense attorney on the day ordered or as soon as reasonably possible.

COURTROOM PROTOCOL

25 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 |
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26 Do you allow lawyers to have cell phones in your courtroom? **Yes**

27 Do you mind if lawyers check email, etc while waiting in the gallery for their case to be called? **No**

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

Cell phones should be kept in the gallery and sound turned off. Keep cell phone use to a minimum.

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

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

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31 Do you require:

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

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

Written submission for review by the Court.

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

No.

COURTHOUSE

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

Separate tables for counsel	Yes
Accessibility for attorneys, parties and witnesses who use wheelchairs	Yes
Podium	Yes
Microphone system	Yes
Photocopier	Yes
Free internet access or law library for visiting lawyers	No internet, yes to law library
Screen for video presentation	Yes
Computer or television for video presentations	Yes

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