
JUDGE CONTACT INFORMATION

1. Please enter your name.

Jane Wipf Pfeifle

Name:

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?

Attorney conference call with Court Administration and all attorneys must agree to date

,
Other:

If you need a hearing longer than 15 minutes, contact me via email with a copy to the other party/attorney

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

No

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

Court via email

Circuit Judge's Preference Guide

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?

No

10. Should stipulations between counsel on evidentiary issues and/or legal issues be submitted to you in writing?

Yes

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

Attorney conference call with court,

Other::

May also contact Court Administration to set scheduling hearing

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

Yes,

If yes, what is your agenda?:

I follow the pretrial conference checklist on the UJS website - 7th Circuit

13. Do you have a standard pretrial order?

Yes

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?

Court asks only about potential jurors' scheduling issues; otherwise, the attorney conduct it

16. Do you require a pretrial brief?

No,

Please explain:

Unless it is a court trial with particularly complex matters

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

Yes,

Please explain:

I prefer them, but I am not a stickler for it

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

The earlier you have your briefs submitted to the Court, the better.

CRIMINAL SCHEDULING & PRACTICE

19. What is the preferred method for setting a criminal motions hearing, other than in open court? **Attorney conference call with Court Administration and all attorneys must agree to date**

20. What is the preferred method for seeking a reset of a routine criminal court appearance? **Email Court directly with cc: to other attorneys of record**

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?!

want the attorneys to agree on a set of jury instructions and ONLY submit those to which they do not agree. 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**

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?

When lawyers talk to their clients during Advisories, it is distracting. Please do it ahead of time.

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**

31. Do you require:

| | |
|--|------------|
| Pre-trial conference | No |
| Pre-trial mediation | No |
| 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 | No |

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

Advise Court of stipulation and provide copy

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 |
| Screen for video presentation | Yes |
| Computer or television for video presentations | No |

Circuit Judge's Preference Guide

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

No
