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**JUDGE CONTACT INFORMATION**

1. Please enter your name.

Name: **Craig A. Pfeifle**

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**ATTORNEY CONTACT**

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

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

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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**

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5. How do you prefer to receive proposed orders? **Email with hard copy also sent via U.S. Mail**

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**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**

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

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

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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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## Circuit Judge's Preference Guide

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?

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?:  
7th Circuit Civil Pretrial Checklist

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?

Yes,  
If so, please explain::  
Abbreviated requirements depending upon case

15. How do you conduct voir dire?

Parties will conduct voir dire; Court may set limits depending upon case and time available

16. Do you require a pretrial brief?

Yes,  
Please explain:  
May be abbreviated depending upon issues

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

No,  
Please explain:  
Depends upon case; generally ask for FFCL post trial only

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

No

**CRIMINAL SCHEDULING & PRACTICE**

## Circuit Judge's Preference Guide

**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**

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**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? **Yes**

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**22.** Do you have any standard sentences or sentencing policies of which attorneys should be aware? **No**

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**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**

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

Some cases will have a pretrial order. All cases require joint, agreed upon set of jury instructions. 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.

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### COURTROOM PROTOCOL

**25.** Does the Court prefer that lawyers:

- |   |            |
|---|------------|
| a. Stand when addressing the court                              | <b>No</b>  |
| b. Ask permission to approach an adverse witness                | <b>Yes</b> |
| c. Ask permission to approach their own witness                 | <b>Yes</b> |
| d. Ask permission before moving about the well of the courtroom | <b>No</b>  |
| e. Ask permission to publish an admitted exhibit to the jury    | <b>Yes</b> |
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**26.** Do you allow lawyers to have cell phones in your courtroom? **Yes**

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

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

Phones may be used to check for messages or calendaring issues. They need to be on silent, however.

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**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

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

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31. Do you require:

- |  |            |
|--|------------|
| Pre-trial conference   | <b>Yes</b> |
| Pre-trial mediation  | <b>Yes</b> |
| Asset/Debt spreadsheet (if so, please provide a copy of the required form) | <b>Yes</b> |
| Pre-trial brief  | <b>Yes</b> |
| Pre-trial submission of proposed Findings of Fact and Conclusions of Law   | <b>No</b>  |
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32. If the parties stipulate to temporary or final matters, how do you prefer attorneys proceed?

File a stipulation and provide proposed order

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

No

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**COURTHOUSE**

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

- |  |   |
|--|---|
| Separate tables for counsel  | <b>Yes</b>                                      |
| Accessibility for attorneys, parties and witnesses who use wheelchairs | <b>Yes</b>                                      |
| Podium   | <b>Yes</b>                                      |
| Microphone system  | <b>Yes</b>                                      |
| Photocopier  | <b>Available in Court Administration Office</b> |
| Free internet access or law library for visiting lawyers               | <b>No</b>                                       |
| Screen for video presentation  | <b>Yes</b>                                      |
| Computer or television for video presentations                         | <b>No</b>                                       |
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35. Is there anything not previously addressed that you would like attorneys practicing in your court to know?These

apply in Pennington County;contact Clerk of Court for technology questions in Fall River, Oglala Lakota and Custer County cases

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