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**JUDGE CONTACT INFORMATION**

**Q1** Please enter your name.

Name: **Sandra Hoglund Hanson**

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**ATTORNEY CONTACT**

**Q2** Generally, how do you prefer attorney contact? **Email**

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**Q3** How do you prefer to receive briefs? **Email**

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**Q4** Would you like to receive copies of pleadings and affidavits related to a brief or motion? **Yes**

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**Q5** How do you prefer to receive proposed orders? **Email**

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**CIVIL SCHEDULING & PRACTICE**

**Q6** What is the preferred method for setting a civil motions hearing, other than in open court? **Other:**  
Contact Court Administration; generally, all counsel of record must agree to date

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**Q7** Do you want courtesy copies of the main statutes or cases relied upon in briefs or motions? **Yes**

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**Q8** Who should be contacted to request/schedule a telephonic appearance? **Court, via email**

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**Q9** 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**

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## Circuit Judge's Preference Guide

**Q10** Should stipulations between counsel on evidentiary issues and/or legal issues be submitted to you in writing?

**Yes**

Please

explain:

Stipulations regarding non-controversial matters are encouraged. If stipulations are reached in advance of trial or hearing, submission in writing helps avoid potential confusion.

**If stipulation is reached in open court, a writing may not be necessary.**

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**Q11** What is the preferred method for scheduling a civil jury trial?

Other::

Contact Court Administration; generally, all attorneys must agree to date

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**Q12** Do you require pretrial conferences and what agenda do you have for pretrial conferences?

**No,**

If yes, what is your

agenda?:

Parties may request a pretrial conference. If complex or unusual issues are anticipated, requesting a pretrial conference is encouraged. For example, if parties anticipate submitting non-standard motions in limine, evidentiary disputes, or the like, a pretrial conference (not the morning of trial) is preferred.

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**Q13** Do you have a standard pretrial order?

**No**

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**Q14** Do you have any requirements for court trials that are different from your jury trial expectations?

**No,**

If so, please

explain::

If complex or unusual legal issues are anticipated, submission of a pretrial brief is preferred.

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**Q15** How do you conduct voir dire?

Strike down method. The court will ask the potential jurors some preliminary, general questions. Most of voir dire will then be conducted by counsel. If lengthy or unusual voir dire is anticipated or requested, contact the Court and counsel in advance of the trial date.

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**Q16** Do you require a pretrial brief?

**No,**

Please

explain:

A pretrial brief is not required, but is preferred if counsel anticipate complex or unusual issues. This brief should be submitted in advance of trial, i.e., not the eve or morning of trial.

## Circuit Judge's Preference Guide

**Q17** Do you require pretrial findings of fact and conclusions of law in a court trial?

**No,**  
Please  
explain:  
Pretrial submission is not required, but will be welcomed and considered, particularly if parties anticipate complex or unusual issues or circumstances.

**Q18** Is there anything else you would like attorneys to know about how you conduct civil matters?

Counsel are expected to know and follow the rules of civil procedure, including the local rules, and evidence. To the extent it accords with their vigorous advocacy of their clients, counsel are encouraged to work cooperatively with respect to standard stipulations and practices and to treat each other with civility.

### CRIMINAL SCHEDULING & PRACTICE

**Q19** What is the preferred method for setting a criminal motions hearing, other than in open court?

**Contact Court Administration; generally, all counsel of record must agree to date**

**Q20** What is the preferred method for seeking a reset of a routine criminal court appearance?

Other::  
Coordinate with opposing counsel and contact Court Administration and the Court via email, with copies to all counsel of record

**Q21** When a suppression motion is filed, do you require or request a pre-evidentiary brief to lay out the issues to be argued?

**Yes**

**Q22** Do you have any standard sentences or sentencing policies of which attorneys should be aware?

**No**

**Q23** 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**

**Q24** Is there anything else you would like attorneys to know about how you conduct criminal matters?

Please review court preferences for civil matters.

### COURTROOM PROTOCOL

## Circuit Judge's Preference Guide

**Q25** 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>No</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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**Q26** Do you allow lawyers to have cell phones in your courtroom? **Yes**

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**Q27** Do you mind if lawyers check email, etc while waiting in the gallery for their case to be called? **No**

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**Q28** Is there anything else you would like attorneys to know about your preferred courtroom protocol?

Counsel are expected to act with courtesy and respect. While court is in session, if counsel, parties, and/or witnesses who are not involved in the particular hearing or matter need to confer, they should step outside the courtroom to do so. While smart phones are permitted in the courtroom, they should be turned off or silenced so that they do not "ring" or buzz during court. If counsel have questions about protocol, they can ask in the courtroom or via email.

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### DOMESTIC CASES

**Q29** Are there any special issues that arise in your courtroom in domestic cases that you would like the Bar to be aware of? **Respondent skipped this question**

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**Q30** Do you have a standard pretrial order? **No**

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**Q31** Do you require:

- |  |            |
|--|------------|
| Pre-trial conference   | <b>Yes</b> |
| Pre-trial mediation  | <b>No</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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**Q32** If the parties stipulate to temporary or final matters, how do you prefer attorneys proceed?

Depending upon the circumstances, counsel may prepare a written stipulation and proposed order and forward to the Court, with copies to all counsel of record.

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## Circuit Judge's Preference Guide

**Q33** Is there anything else you would like attorneys to know about how you conduct domestic cases?

**Respondent skipped this question**

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### **COURTHOUSE**

**Q34** 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>Upon request</b>
Microphone system	<b>Yes</b>
Photocopier	<b>Yes</b>
Free internet access or law library for visiting lawyers	<b>Yes</b>
Screen for video presentation	<b>Yes, coordinate with Court Administration in advance</b>
Computer or television for video presentations	<b>Yes, coordinate with Court Administration in advance</b>

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**Q35** Is there anything not previously addressed that you would like attorneys practicing in your court to know?

If counsel, parties, or witnesses need other accommodation, please contact the court or Court Administration in advance to submit such a request. If counsel have questions regarding courtroom protocol, practices, or the like, they may contact the court while in session or via email.

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