

## **STANDING ORDER REGARDING COURT APPEARANCES IN COURTROOM C-205**

**IT IS HEREBY ORDERED THAT:** The following procedures shall apply to all parties appearing in Courtroom C-205 before Judge Charles W. Smith.

### ATTIRE

1. Regardless of whether the appearance is in-person or via Zoom, attendees shall dress in appropriate attire. Attorneys shall dress in appropriate business attire.

### CHECKING-IN

2. All parties, whether appearing in-person or via Zoom shall check-in with the Court's Clerk. Zoom participants shall check-in by showing their name and case number on their video.

### AGREED ORDERS

3. Agreed orders relating to motions to extend discovery, continue trial or revise a Rule 218 Case Management Order require a Court appearance. All other agreed orders may be submitted to the Court via the eCourt Portal. Email submissions will only be accepted if there is a problem with an eCourt portal submission, in which case the party shall contact the Court's clerk to see if the problem can be resolved, and if it can't, only then may the order be submitted to the email box at [CC205@lakecountyl.gov](mailto:CC205@lakecountyl.gov). The Clerk will contact the parties in the event an appearance is necessary on these other agreed orders.

### IN-PERSON APPEARANCES

4. Attorneys and self-represented litigants shall appear in-person for the following matters:

- a. Oral argument on contested motions or discovery disputes.
- b. Pre-trial settlement conferences.
- c. Evidentiary hearings.
- d. Final pre-trial conferences.
- e. Bench and jury trials.
- f. Any other matters as ordered by the Court.

### IN-PERSON/ZOOM APPEARANCES

5. Attorneys and self-represented litigants may, at their discretion, appear in-person or via Zoom for any court hearing not listed in paragraph 4.

6. Parties appearing via Zoom shall have their video turned on when addressing the Court.

7. If all parties appear via Zoom, orders shall be submitted to the Court via the eCourt Portal. Email submissions will only be accepted if there is a problem with an eCourt Portal submission, in which case the party shall contact the Court's clerk to see if the problem can be resolved, and if it can't, only then may the order be submitted to the email box at [CC205@lakecountyl.gov](mailto:CC205@lakecountyl.gov) by 1:00PM of the day of the hearing.

Non-compliance with this Standing Order may result in counsel, or the self-represented litigant not being allowed to address the Court and termination of their Zoom appearance.

Entered this 28<sup>th</sup> day of March, 2024.

**ENTERED:**

/s/ Charles W. Smith

**JUDGE**