

STANDING ORDER REGARDING COURT APPEARANCES IN COURTROOM C-202

The following procedures shall apply to all parties appearing in Courtroom C-202 before Judge Joseph V. Salvi.

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. Parties appearing in-person shall check-in with the Court's Clerk.
Parties appearing via zoom 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 a trial or revise a Rule 218 Case Management Order require a Court appearance.

All other agreed orders may be submitted through the 19th Judicial Circuit eCourt Portal.

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. Evidentiary hearings.
 - c. Final trial conferences.

- d. Bench and jury trials.
- e. 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. Orders shall be submitted through the 19th Judicial Circuit eCourt Portal. Orders must be submitted by 1:00pm on 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.