

Attorney Protocol for Remote Civil Division Operations

- 1. Communicating with the Court:** Please email the JA for the assigned Judge with any questions regarding your case, and copy opposing counsel. Please check the Court's website for email addresses for Civil Judicial Attorneys/Judicial Assistants ("JAs"). Refrain from discussions that could be construed as ex parte communications.
- 2. Urgent and Case Related Matters:** Email the assigned Judge's JA with respect to any urgent or case related matters. JAs' email addresses are listed in the Protocol for the Remote Operations of the Civil Division.
- 3. Adjournment of Scheduling Order Dates:** Beyond the 60-day adjournment described in Chief Judge Kenny's March 23 order, there is no further automatic adjournment, but parties may stipulate to change tracks as described in Chief Judge Kenny's Order dated April 29, 2020: cases currently on Track 1 to Track 2; cases currently on Track 2 to Track 3; cases currently on Track 3 to adjourn deadlines up to 90 days. If any party objects to an adjournment as described above, the party proposing an adjournment may file a motion to adjourn. If no adjournment is needed the parties need not take any action.
- 4. Case Evaluation:** The Mediation Tribunal Association will resume scheduled Case Evaluations on May 18. Case Evaluations will be conducted remotely via Zoom. For questions related to case evaluation, email Lisa Timmons at Lisa.Timmons@3rdcc.org. Attorneys are encouraged to attempt facilitation, as several facilitators are working remotely. For a list of facilitators working remotely, email Lisa Timmons.
- 5. Orders:** Attorneys are encouraged to attempt resolution of issues through communication with each other and stipulations as much as possible. Stipulated orders can be e-filed.
- 6. Remote Settlement Conferences and/or Hearings:** The extent to which a Judge conducts virtual proceedings is discretionary. Please email the Judge's JA for information regarding scheduling and procedures.
- 7. Zoom Hearings:** Motions, although scheduled for hearing, will be decided without oral argument unless the Court contacts you and states otherwise or unless a Zoom hearing is specifically ordered. Attorneys should consult the Third Circuit Court Zoom Video Conferencing User Guide and other Zoom resources available at 3rdcc.org.
- 8. Motions:** Judges request that those filing motions submit a proposed order with the motion.

Civil Division JA Email Addresses

Hon. Patricia Perez Fresard-Law Clerk Frances Yturri: Frances.Yturri@3rdcc.org
Hon. J. Allen-Law Clerk Karen Liddle: Karen.Liddle@3rdcc.org
Hon. Brian Sullivan-Judicial Assistant Loretta Borne: Loretta.Borne@3rdcc.org
Hon. Dana Hathaway-Law Clerk Lorri Cary: Lorri.Cary@3rdcc.org
Hon. Muriel Hughes-Law Clerk Stephanie Bugdalski: Stephanie.Bugdalski@3rdcc.org
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Hon. Craig Strong-Law Clerk Scott Taylor: Scott.Taylor@3rdcc.org