

KENT COMPTON
County Judge



KRISTI KERSEY
Judicial Assistant

Judicial Practice Preferences

Civil Court

1. **TO SCHEDULE HEARINGS:** All hearings are being conducted by Zoom video technology.

Please schedule all hearings in JAWS, "Section 12/13/D/T/R/V-Judge Compton" calendar.

Hearings of 15 minutes may be scheduled directly online. For hearings which require additional time, adjacent hearing time slots may be combined to create the amount of time required provided you first e-mail the JA to create the time slot prior to scheduling your hearing.

Once a hearing is requested and approved in JAWS, the JA will e-mail a JAWS notification with the Zoom meeting ID and password participation code. This information should be included in the notice of hearing.

It is the moving party's responsibility to confirm that all counsel/associated parties are in the JAWS database to ensure all parties receive e-mails regarding the scheduling and cancelation of hearings.

2. **SUBMITTING PROPOSED ORDERS:** Please submit proposed orders, directed to Judge Compton, via the JAWS portal. It is important to make sure that all associated party e-mails are connected to the case in order for everyone to receive a conformed copy of the order. In the event you do not have a pro se litigant's e-mail, the conformed copy and attachments, such as the fact information sheet, need to be mailed and a follow up certificate of service should be filed through the e-portal.

3. ZOOM HEARINGS:

Participants should adhere to the following guidelines for Zoom hearings:

- a. This is a court hearing. Dress as if you were attending court in person.
- b. All rules that apply in the physical courtroom also apply during a remote video hearing.
- c. Send whatever exhibits you intend to introduce into evidence to both the Court and to opposing counsel **well in advance of the hearing**, and that includes documents, photos and videos. Uploading exhibits to the E-Portal will include these documents in the court file. However, filing a document does not make it admissible evidence. The judge conducting the hearing will consider the legal admissibility of an exhibit when it is offered into evidence. If you have any questions about how to submit evidence, contact our office to determine how it should be sent to the Court.
- d. Test your device ten minutes before the hearing starts to ensure that you can access Zoom.
- e. Use Zoom's "rename" function to ensure that it displays your correct name (not the name of your device), and introduce yourself by name when your case is called.
- f. It is suggested that you dress in a solid color; if a tie is worn, use a solid tie rather than one with a pattern.
- g. Be mindful of what is behind you; choose a solid neutral wall if possible. It is not appropriate to appear at a court hearing from a bedroom, back porch, poolside, etc. (note: Zoom video platform has a virtual background feature that may be used, but you should choose something professional).
- h. Find a quiet place to participate in the hearing.
- i. Turn off or silence cell phones or other devices with notification sounds.
- j. Please limit distractions during your hearing. Do not complete other tasks during your hearing. Put all pets in another room. Children should be supervised elsewhere by another responsible adult during the

hearing. Just like an actual courtroom, you must pay attention so you do not miss something important that is said or required of you.

- k. Do not consume food during the hearing.
- l. When speaking, remember to look directly at the webcam, not at the screen.
- m. Position the camera at your eye level or slightly above eye level.
- n. Check the lighting. Light from a window behind you might blind the camera, making you look dark. Light above you in the center of a room might also cast shadows. Ideally, position a lamp, or sit facing a window, where light is directly on your face. Also, be aware that your monitor casts light that can make you look blue.
- o. Speak slowly and clearly, in the event the host is recording the proceeding.
- p. Speak only when requested to do so. Always speak one at a time and pause prior to speaking in case is any audio/video lag.
- q. Mute your microphone when you are not required to speak.
- r. Never share your personal meeting ID with a nonparticipant.

4. MOTIONS DECIDED ON WRITTEN SUBMISSIONS

a. Motions that may be ruled on based on written submissions include, but are not limited to Motions to Strike, Motions to Compel, Motions to Dismiss, Motions to Take Judicial Notice, Motions to Stay, Motions to Reschedule Mortgage Foreclosure Sale, Motions for Continuance, and Motions for Disqualification. Motions for Summary Judgment may not be decided via the written submissions procedure. Please see Administrative Order 2020-012 and Administrative Order 2020-011 for sample forms as to correspondence, notice and a proposed order.

5. MOTION IN LIMINE:

a. To be scheduled as a separate hearing. Please schedule this via JAWS.

6. ORDER SETTING JURY TRIAL AND PRE-TRIAL CONFERENCE:

See Administrative Order 2019-025 for detailed procedures.

7. VOIR DIRE FORMAT:

a. Entire panel questioned in the gallery.

8. VOIR DIRE:

a. Judge Compton may initiate voir dire questions to be followed by counsel.

9. PEREMPTORY CHALLENGES:

a. Generally three (3) per party with total of Plaintiff to match total of Defense.

10. RESPONSE FROM COUNSEL WHEN BAILIFF BRINGS JURY IN:

a. No preference.

11. COURTROOM TRIALS- REQUEST PERMISSION FOR THE FOLLOWING:

- a. To approach the bench.
- b. To approach the witness.

12. MOTION FOR ATTORNEY'S FEES AND TAX COSTS:

Attorneys must send a copy of their Motion to Tax Costs and Award Attorney's Fees to the Judge's office. Once received, the Judge will electronically enter an Order Preliminary to hearing. Once the attorneys comply with the Preliminary Order and are ready for a special set hearing, the moving attorney must schedule this in JAWS. However, the Court will not enter its Order Preliminary unless there is a Final Judgment, Stipulation for Dismissal, etc., entered in the case. Fee affidavits are sufficient in lieu of expert testimony IF parties agree.

13. MEDIATION:

a. ALWAYS required before trial.

14. COURTROOM DEMEANOR COMMENTS:

- a. Objections- stand and state ground of objection. Do not argue objection unless asked to come to the bench.
- b. NEVER argue with opposing counsel.
- c. Direct all arguments to the Court.

15. OTHER PRACTICE AND PROCEDURES:

- a. If a case has SETTLED, please call or email my office to cancel any hearings or trials that may be scheduled.
- b. Email address is cocive2@jud6.org.

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