

# **Division 4 Rules**

Rhonda K. Mason, District Court Judge

Torri Doughty, Administrative Assistant / Bailiff

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913.715.3780

## **1. Communications with the court**

All communications with the court should be through the administrative assistant who will provide any instructions for parties, represented by counsel or otherwise, that are not provided in these guidelines. **Do not send e-mails directly to the Judge, all e-mails go through A.A. Torri Doughty, unless otherwise told by the Court.** Any documents that are submitted to Division 4 for a signature by Pro Se litigants should be placed in the Judge's box #59, located by the clerk's office on the second floor. **Only Protection from Abuse or Stalking Orders will await for an immediate signature from the court.**

## **2. Requesting a hearing date**

When requesting hearing dates please provide the Court with how much time is anticipated for each hearing and how far out you would like to schedule. Parties will be held to the time requested or allowed by the Court.

All motions requiring a hearing should list the hearing date, time and division for the motion in bold letters below the case number in the caption of the case, after first consulting with opposing counsel and the administrative assistant. The notice should also include the document number(s) from the case history of the motion to be heard. When requesting a hearing date remember to allow appropriate time for opposing parties to file their response/answer.

After a hearing date is provided, if new motions are filed do not assume they will be heard at the same date and time of the previous motion

scheduled in that specific time has been allotted for prior motions. YOU MUST CONTACT THE ADMINISTRATIVE ASSISTANT TO ADD ANOTHER MOTION TO THE HEARING DATE OR TO RESCHEDULE ALL MOTIONS TO ONE DATE.

**If a hearing is no longer needed please contact the Court to cancel the hearing.**

### **3. Motions**

The Court requires a chamber copy of all motions. If the motion is over 20 pages, the Court requires a paper chamber copy to be mailed to the administrative assistant or left in the Judges Box #59. **Any responses/answers to the motion being heard, need to be filed at least 4 days before the hearing as to allow the Court time to review. Responses/answers filed after that time will not be considered.**

Again, only the original motion(s) that are scheduled will be heard on that hearing date. Any new motions that are filed will need a different hearing date or to allow less travel and time taken up for counsel and other parties, if you have more than the original motion(s) to be heard, you may call and get a continuance to allow time to respond and for the Court to review. If the court orders you to file a motion or response, before it will be heard, if it is not filed in the amount of time said, the Court has the right to cancel the hearing.

**Motions to withdraw-** Any and all motions to withdraw must have a hearing date and notice sent to all parties. The party for the withdrawing attorney must be present in court on the hearing date provided, the withdrawing attorney is not required to appear. The Order granting the withdrawal must **only** be submitted on the day of the hearing.

#### **4. Local Rules**

Please check the local court civil rules as to more specific questions on briefing guidelines, withdrawals from representation, reasonable times for deposition notices (five days), case assignments, etc.

#### **5. Conduct in Court Proceedings**

In addition to the local rules, rules of decorum, Division 4 expects all parties, including attorney's and unrepresented parties to be dressed in court appropriate attire. This means no tank tops, shorts, torn jeans, no chewing gum or drinks. Please address the Court in appropriate tones while speaking. Please do not bring young children in to the courtroom. All attorneys and parties appearing in any hearing ordinarily shall use the courtroom entrance door. But, if no jury is present, and counsel (or self-represented parties) are directed to chambers for a conference, assuming the jury is absent, counsel may enter the courtroom through the door connecting the court room and administrative assistant's office.

#### **6. If you are late**

The court reserves the right to rule on a matter if counsel or a party fails to show up for a hearing on time. However, the Court understands that in some instances counsel or a party may be held up or unable to attend a scheduled hearing. If you cannot attend or are running late please immediately call the administrative assistant at 913-715-3780, to let the Court know you will be late or cannot attend and the reason for the same, otherwise any rulings by the Court will stay and a motion must be filed to reconsider.

#### **7. Electronic Devices**

Please turn off, or silence, all electronic devices. Counsel are responsible for monitoring their clients, staff and witnesses to this rule. It is disrespectful to the Court for electronic devices to be turned on or to go off during court proceedings.

## **8. Chamber's Copies**

The Court will accept e-mailed and bench copies of any document 20 pages or less. You can e-mail the A.A. Torri Doughty at [Torri.Doughty@jocogov.org](mailto:Torri.Doughty@jocogov.org) If the document is more than 20 pages it must be hand delivered or mailed in to the administrative assistant.

**Do not send e-mails directly to the Judge, all e-mails go through A.A. Torri Doughty unless otherwise told by the Court.**

## **9. Pre-Trial Order**

All Pre-Trial Orders must be submitted to the court no later than one week prior to the pre-trial hearing.