

COVID-19 GENERAL PROCEDURES FOR CHAPTER 61 LIMITED ACTION DOCKETS

Per this Court's standing Order, all Hearings in Division M4/Chapter 61 Limited Action cases are being held by Video Conference due to Covid-19 emergency operations to restrict large gatherings in the Courthouse. **When you are scheduled to appear in court, you will not appear in person. Instead you will appear by video.**

On the date and time of your court hearing, please do the following:

1. If your scheduled **hearing date is ON OR AFTER JUNE 1, 2021**, you will appear by **Zoom Video Conference** as follows:

Zoom.us is the web site for your computer or you can download the Zoom App from your smartphone or tablet app store. **Make sure you test your video and audio.** On the date and time of your hearing, you must appear either:

- a. through the Zoom App using the Meeting ID:

Division M4 Meeting ID: 9137153348

Please make sure you are identified by your name; or

- b. if you do not have internet or have a smartphone, you are required to call in to the hearing by calling **1-888-475-4499** and enter the meeting ID for Division M4 (see above).

If your scheduled **hearing date is BEFORE JUNE 1, 2021**, you will appear by **Bluejeans Video Conference** as follows:

Bluejeans.com is the web site for your computer or you can download the BlueJeans App from your smartphone or tablet app store. **Make sure you test your video and audio.** On the date and time of your hearing, you must appear either:

- c. through the Bluejeans App using the Meeting ID:

Division M4 Meeting ID: 9137153348

Please make sure you are identified by your name; or

- d. if you do not have internet or have a smartphone, you are required to call in to the hearing by calling **1-888-748-9073** or **1-844-540-8065** and enter the meeting ID for Division M4 (see above).

2. You will not receive an "Invite" to the hearing as the Court does not have your email address so you must follow the instructions above.
3. **When you sign into the Video Conference, you must enter your legal name as it appears on the case caption above.** Failure to do so will cause further delays in the Court calling your case on your scheduled date.
4. Additional instructions on how to use Zoom are at: <https://support.zoom.us/hc/en-us/articles/206175806>
5. **Attorneys and Self-Represented (Pro se) litigants need to log/call in no earlier than 5 minutes prior to the scheduled hearing time, nor later than 5 minutes after the scheduled hearing time. Otherwise, to prevent a disruption of the proceedings, you may be locked out of the hearing and unable to appear, and Judgment may be entered against you if a Defendant, or your case being dismissed if a Plaintiff. Please keep**

your microphone muted until your case is called. You may be placed into a waiting room, if necessary.

- 6. Attorneys, in order to distinguish you from a pro se litigant, please make sure you are identified by your name and the designation of “Atty”. For example, “Atty John Smith” or “John Smith Atty”. (See below for the Bluejeans instructions to do this).**
- 7. Your microphone should be automatically muted when you join the “Courtroom” to avoid the echo effect but please make sure your microphone is turned off (muted) until you need to speak regarding your case. The mute option is located at the top middle part of your screen and looks like a microphone. When your case is concluded, please mute your microphone again until your next case is called.**
- 8. Please do not interrupt others as it will cause a disruption in the video conference.**
- 9. Forms for specific Dockets can be located on the Johnson County website at “courts.jocogov.org” and by clicking on the box “Chapter 61 Limited Actions”.**

Court Hearings:

Answer Dockets at 9:30 a.m. and 10:30 a.m. (Thursdays unless otherwise notified):

- 1) Self-Represented Plaintiffs/Defendants or the Attorneys are to follow the Important Notice Instructions attached to the Summons received.
- 2) Before Court the Self-Represented Plaintiffs/Attorneys should make a list of their cases set in alphabetical order using the first letter of the DEFENDANT’S last name. If multiple defendants, the case should be listed under each letter for each defendant. This will make it faster for the Plaintiff’s attorney (or Pro se litigant) to locate their case and prevent delays. (example: if you have a case John Doe vs. Jane Example and John Smith, your list of cases should have that case under both the letter “E” and the letter “S”). When the Court calls the name Jane Example, Plaintiff’s attorney (or Pro se litigant) should quickly look under “E” and find that case. You should have the name of the defendant, the case number, the name of the Plaintiff, the nature of the debt (landlord/tenant, credit card, medical bill, etc.), and the dollar amount you are requesting judgment for. This will make reference easy in the event a defendant says they do not know what the debt is for. (example: Jane Example, 201a7521, land/lord tenant, \$5,800).

Motion Dockets at 11:00/11:30 a.m. (Thursdays unless otherwise notified):

- 1) Self-Represented Plaintiffs/Defendants or the Attorneys wanting to file a Motion must email the Chapter 61 Clerks at DCC-Chapter61@jocogov.org to schedule a Court date for a Thursday at 11:00 a.m. (or 11:30 a.m.) at least 3 to 4 weeks out (10 days to 2 weeks out for a garnishment objection).
- 2) Self-Represented Plaintiffs/Defendants or the Attorneys are to file with the Court Clerk’s Office at DCC-Chapter61@jocogov.org, and send a copy to the opposing party (or the attorney), their Motion and the Covid-19 Notice of Motion Hearing form. The date/time of the scheduled hearing must be filled in.

Pretrial Conference Dockets at 11:00/11:30 a.m. (Fridays unless otherwise notified):

- 1) A Pretrial Conference is required to be held prior to the setting of any Trial (except landlord/tenant eviction trials where possession of the premises is in issue).
- 2) Self-Represented Plaintiffs/Defendants or the Attorneys wanting to set a case for a Pretrial Conference must email the Chapter 61 Clerks at DCC-Chapter61@jocogov.org to schedule a Court date for a Friday at 11:00 a.m. (or 11:30 a.m.) at least 3 to 4 weeks out.
- 3) Self-Represented Plaintiffs/Defendants or the Attorneys are to file with the Court Clerk's Office at DCC-Chapter61@jocogov.org, and send a copy to the opposing party (or the attorney), the Covid-19 Notice of Pretrial Conference form. The date/time of the scheduled hearing must be filled in.

Trial Dockets on Tuesdays and Wednesdays at 8:30 and 10:30 a.m.:

- 1) A Pretrial Conference is required to be held prior to the setting of any Trial (except landlord/tenant eviction trials where possession of the premises is in issue).
- 2) Self-Represented Plaintiffs/Defendants or the Attorneys wanting to set a case for a Trial must email the Chapter 61 Clerks at DCC-Chapter61@jocogov.org to schedule a Trial date.
- 3) Self-Represented Plaintiffs/Defendants or the Attorneys are to file with the Court Clerk's Office at DCC-Chapter61@jocogov.org, and send a copy to the opposing party (or the attorney), the Covid-19 Notice of Trial form. The date/time of the scheduled hearing must be filled in. Self-Represented Plaintiffs/Defendants or the Attorneys must follow the instructions regarding exhibits and witnesses on the Covid-19 Notice of Trial form.

Landlord/Tenant Eviction (Forcible Detainer) Trials are Fridays at 9:00 a.m. the week following the Answer Docket (unless notified otherwise):

- 1) A Pretrial Conference is NOT required to be held for a landlord/tenant eviction trial where possession of the premises is in issue.
- 2) Self-Represented Plaintiffs/Attorneys immediately after the Answer Docket are to file with the Court Clerk's Office at DCC-Chapter61@jocogov.org, and send a copy to the opposing party (or the attorney), the Covid-19 Notice of Trial form. The date/time of the scheduled hearing must be filled in. Self-Represented Plaintiffs/Defendants or the Attorneys must follow the instructions regarding exhibits and witnesses on the Covid-19 Notice of Trial form.

Debtor Exam (Aid-in-Execution) Dockets:

- 1) Due to the confidentiality of the information being exchanged, per the Order To Appear For Debtor's Exam (Hearing In Aid Of Execution) form, Self-Represented Judgment Creditors/Attorneys should fill in a Thursday date 3 or 4 weeks out to set the deadline.

- 2) Self-Represented Judgment Creditors/Attorneys are to file with the Court Clerk's Office at DCC-Chapter61@jocogov.org, and send a copy to the Defendant/Judgment Debtor, the Order To Appear For Hearing In Aid Of Execution (Debtor's Exam) form.
- 3) Once processed by the Clerk's Office and filed, the Self-Represented Judgment Creditors/Attorneys will send a copy to the Defendant/Judgment Debtor along with their written questions. The Court will not require Defendant/Judgment Debtor to have their signature notarized. On the part regarding documents, the Defendant/Judgment Debtor may delete or add some other document request depending on the case.
- 4) If the Defendant/Judgment Debtor does not respond with the answers to the written questions by the Court deadline contained in the Order To Appear For Debtor's Exam (Hearing In Aid Of Execution) form, the Self-Represented Judgment Creditors/Attorneys may proceed with filing the Citation in Contempt.
- 5) The Court strongly suggests that the Self-Represented Judgment Creditors hire an attorney for the Citation in Contempt proceedings.

Citation in Contempt Dockets at 9:00 a.m. (Thursdays unless otherwise notified):

- 1) Self-Represented Plaintiffs/Defendants or the Attorneys wanting to file a Citation in Contempt on a Chapter 61 limited action case must email the Chapter 61 Clerks at DCC-Chapter61@jocogov.org to schedule a Court date for a Thursday at 9:00 a.m. at least 3 to 4 weeks out to allow for personal service on the defendant/debtor. (For a Chapter 60 case, Plaintiffs/Defendants or the Attorneys must contact the assigned Civil Division for a court date).
- 2) Self-Represented Plaintiffs/Defendants or the Attorneys are to file with the Court Clerk's Office at DCC-Chapter61@jocogov.org, and personally serve a copy to the opposing party (or the attorney), their Affidavit and Covid-19 Order for Citation form. The date/time of the scheduled hearing must be filled in.