

HELPFUL HINTS AT YOUR FINGERTIPS



[Presenter: Janet Weems, Courtroom Deputy]

This presentation is designed to assist with questions often asked regarding ...

- Court Notes/Proceeding Memos/Court Reporter's Name and Contact Information
- Court's Policy/Procedures for Exhibits
- Filing Witnesses/Exhibits List
- Presenting Exhibits
- CourtCall Eligibility

A PROCEEDING MEMO/COURT NOTES IS THE COURTROOM DEPUTY'S SUMMARY OF A COURT PROCEEDING THAT CONTAINS THE FOLLOWING INFORMATION ...

- DATE HEARING HELD
- MATTER HEARD AND DOC. NUMBER
- COURT'S RULING
- PARTY RESPONSIBLE FOR ORDER SUBMISSION
- APPEARANCES AT HEARING
- COURT REPORTER'S NAME, AGENCY AND PHONE NUMBER

What you will find in the proceeding memo

The date the hearing was held, the Matter that was heard & the docket number

Appearances of Parties are noted in the proceeding memo and who the party represents

The Court's Ruling & the Party responsible for submitting the order. please note: the proceeding memo does not contain word for word of the actual court proceeding.

Transcripts of the actual proceedings may be ordered by contacting the Court Reporter Agency

The Court Reporter attending the hearing is listed in the proceeding memo along with the name of the agency & telephone number.

May I appear for my hearing via CourtCall?

Policy and Procedures are on the homepage of the Court's website at www.flnb.uscourts.gov "Most Commonly Used"

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Answers to this question can be found on the homepage of the Court's website located at www.flnb.uscourts.gov located under "Most commonly used"

Generally CourtCall appearances are permitted for non-evidentiary matters but to be sure, always check the Court's policy and procedures.

TOPICS COVERED FOR TELEPHONIC APPEARANCE VIA COURTCALL

- I. SCHEDULING A TELEPHONIC APPEARANCE
- II. POLICY GOVERNING TELEPHONIC APPEARANCES VIA COURTCALL
- III. PROCEDURE FOR TELEPHONIC APPEARANCE
- IV. Additional Information.

Topics covered on the Court's website for CourtCall appearances are outlined

- I. Scheduling a telephonic appearance
- II. Policy Governing Telephonic Appearances via CourtCall
- III. Procedures for telephonic appearance
- IV. And Additional Information

HELPFUL HINTS FOR A SUCCESSFUL CONFERENCE

- CourtCall (866-582-6878) or for more info www.courtcall.com
- Arrange your appearance by 3:00 PM the day preceding your hearing
- Permission from chambers is required if appearance is not scheduled timely
- Speaker Phones and Cell Phones are Prohibited
- Speak clearly and directly into your handset

Helpful Hints for a Successful Court Conference ...

If appearances are not scheduled timely, participant is required to contact chambers for permission to appear.

Speaker phones and cell phones are not permitted for use during courtcall..

It is important to speak directly into the handset and avoid shuffling papers, typing or other background noises that maybe picked up .

TRIAL/EVIDENTIARY HEARINGS

What? Exhibit/Witness List

Where? www.flnb.uscourts.gov/local forms

When/How? Local Rule 9070-1

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The What, Where, When & How for Exhibits

Exhibit/Witness lists are required for evidentiary hearings

Exhibit/Witness lists forms may be found on the court's website.

Local Rules provide when exhibits are due and how they are to be submitted.

In accordance with the Local Rules, each exhibit shall be tagged and marked.

Very important to provide required amount of exhibits as listed in Local Rules (Courtroom Deputy, Judge, Law Clerk, Witnesses & Opposing Party)

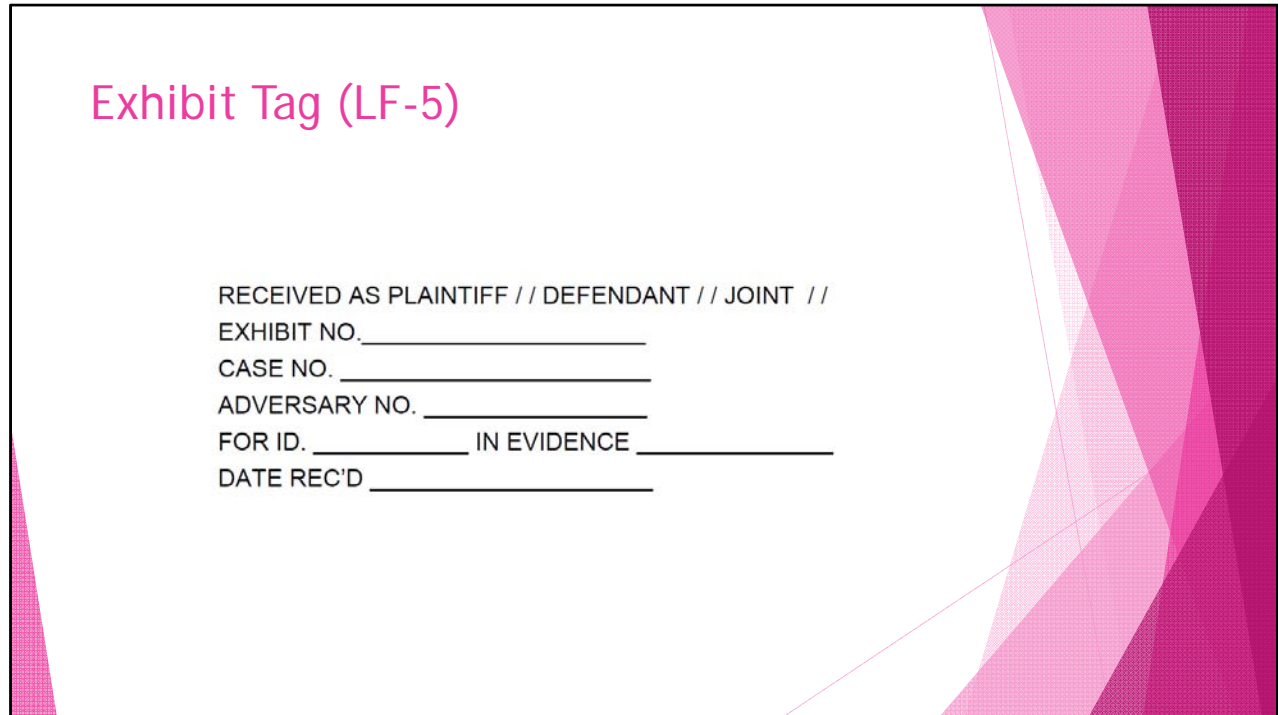
The image shows a form titled "Exhibit Tag (LF-5)" in pink text. The form is white with a black border. It contains several lines of text for recording case information: "RECEIVED AS PLAINTIFF // DEFENDANT // JOINT //", "EXHIBIT NO. _____", "CASE NO. _____", "ADVERSARY NO. _____", "FOR ID. _____ IN EVIDENCE _____", and "DATE REC'D _____". The form is set against a background with pink and purple geometric patterns on the right and bottom edges.

Exhibit Tag (LF-5)

RECEIVED AS PLAINTIFF // DEFENDANT // JOINT //

EXHIBIT NO. _____

CASE NO. _____

ADVERSARY NO. _____

FOR ID. _____ IN EVIDENCE _____

DATE REC'D _____

An example of a tag

Tag can be affixed to a doc or used as a cover sheet.

Party Submitting Exhibit, Exhibit Number & Case Number should be completed before presenting exhibit.

The courtroom deputy will note once the exhibit is in evidence and date received.

[illegible]

Witnesses are also listed on the witness/exhibit list.

The courtroom deputy will note the form once exhibit is admitted.