

NOTICE REGARDING RULES FOR CIVIL HARASSMENT RESTRAINING ORDER (CHRO) MATTERS IN DEPT. J1

Civil harassment cases are heard on Monday and Friday afternoons from 2:30 – 4:30 PM in Department J1.

Self Help: Self Help is available to assist litigants with Civil Harassment Restraining Orders at the Juvenile Justice Complex on the following days/times: Tuesdays and Wednesdays (all day) and Friday (mornings only).

Required paperwork: Self-represented litigants must bring the required order forms (CH-116, CH-110, CH-130) to court on the date of the hearing even though the outcome of the hearing cannot be predicted in advance. The forms may be filled out at the conclusion of the hearing for filing with the clerk's office.

Appearances: Any party wishing to appear by Zoom must ensure that they are logged in to the correct Zoom meeting for civil harassment matters. Failure to use the correct login credentials could result in action being taken in your absence. [View Department J1 Zoom Appearance Instructions](#). Parties should log in fifteen (15) minutes prior to the start time of the hearing. Litigants will be placed in the waiting room and must be prepared to participate when their case is called. They should dedicate 2:30 – 4:30 PM to the court appearance as it is impossible to predict the order in which cases will be called.

Trials: The hearing volume on any given day varies tremendously. If both sides are present and ready to proceed, if time permits, the court will decide the matter that day. Longer matters may be continued to a date certain for trial and the following trial rules apply in these instances:

Time estimates: Trial time estimates are required. Civil harassment matters are meant to be expedited, truncated proceedings. Parties are admonished to adhere to the time estimate provided. Failure to do so may result in a mistrial.

Witness & exhibits lists: Said lists shall be filed and served before the hearing on a date set by the court. The parties shall exchange (*but not file with the court*) copies of all exhibits (including audio/video exhibits) with one another five (5) calendar days prior to the hearing. Failure to comply with this deadline may result in the court's decision to exclude your proposed witnesses and exhibits.

Exhibits: Petitioner's exhibits shall be marked sequentially with **numbers**, starting with number one. Respondent's exhibits shall be marked sequentially with **letters**, starting with letter A. All identifying numbers such as complete Social Security or account numbers shall be redacted. For multi-page exhibits, parties are to number (i.e., Bates stamp) each page within the exhibit. Parties are to bring five copies of all Exhibits to the courtroom clerk on the first day of trial. If one or both parties has counsel, they are to meet and confer regarding admissibility of exhibits, potential stipulations and the narrowing of issues two (2) days in advance of the hearing.

Audio/video exhibits: Each video/audio exhibit must be on a separate flash drive. The proponent of the exhibit must have an HDMI compatible device and understand its operation. Self-represented litigants must understand the legal requirements for offering audio/video exhibits as evidence. The court will not offer technical assistance, and continuances will not be granted due to technical difficulties (unless those issues stem from the court's equipment).

Trial briefs: Trial briefs are not required unless otherwise ordered by the court. They are, however, welcome in all cases. Briefs may not exceed ten (10) pages and must be filed and served five (5) days in advance of trial. Late filings, or those that exceed the page limit, will not be considered by the court. In the interest of time, any trial brief submitted may be treated by the court as that side's opening statement.

Remote Appearance for Trial: Parties and counsel are to appear in person for trial unless the court has previously indicated otherwise. Witnesses shall also appear in person unless permission to appear remotely has been granted in advance. Witnesses with authorization to appear via Zoom must have an electronic or hard copy of relevant exhibits. Anyone authorized to appear via Zoom must have a secure internet connection as well as a quiet place from which to testify.

IF THE MATTER SETTLES BEFORE THE TRIAL DATE, PLEASE ADVISE THE COURTROOM CLERK OR JUDICIAL SECRETARY IMMEDIATELY.