

**POLICIES, PROCEDURES AND EXPECTATIONS FOR DIVISION H**  
**JUDGE KELLY ECKLEY-MOULDER**

1. Court will start promptly at 9:30 (unless notified of a different time). All attorneys shall be available to handle their assigned cases as called by the Court, pursuant to #2 below.
2. The cases shall be called in the following order:
  - a. Private counsel, RCC, specialty counsel, and cases that require the use of a certified court interpreter shall be called first in order to accommodate the need of them to appear in front of multiple judges at the same time.
    - i. If their client is an inmate, it is the responsibility of counsel to notify the bailiff of the name of their client so they can be brought out timely.
  - b. On-time out of custody
  - c. Female inmates
  - d. Male inmates
  - e. Late out of custody
3. There shall be no talking in the courtroom while courtroom proceedings are in progress. Conference rooms are available for any discussions that need to take place the morning of the hearing. Any discussions with inmate must occur prior to the defendant being brought into the courtroom.
4. All cell phones must be silenced. Recording of the proceedings is not permitted. Any request for recording by the media must be done pursuant to the Administrative Order in place.
5. The Court does allow side bar conferences but are to be kept to a minimum to discuss sensitive matters.
6. At Arraignment, the State shall be prepared to advise the Court of the following:
  - a. Whether an Information has been filed.
  - b. Confirm that discovery has been provided, including body worn camera, dash camera footage, and/or any 911 calls.
  - c. The State offer, to include compliance with Marcy's Law.
  - d. The speedy trial date.
7. Once a case is set for trial, the Court will set the case for a Final Pre-Trial and issue a Trial Order which the parties must abide by.

- 8.** At the Final Pre-Trial, all trial counsel and defendant must be physically present. Absent exigent circumstances, no plea agreements will be accepted by the Court after the Final Pre-Trial. The parties should be prepared to report the following during the hearing:

  - a.** If the parties are ready for trial;
  - b.** Any offers made by the State;
  - c.** How many witnesses will be called;
  - d.** Estimated length of the trial;
  - e.** Any date or time conflicts of witnesses or counsel;
  - f.** Whether an interpreter or any other accommodation will be necessary; and
  - g.** Whether there are any outstanding motions or discovery issues that need to be addressed prior to trial.
  
- 9.** Any ex parte motions which can be resolved without the need for a hearing **MUST** indicate that the assigned ASA has been contacted regarding the motion and **MUST** state the position of the ASA on the relief being requested.
  
- 10.** If an attorney would like to add, remove, or pass a case to another date, that attorney must consult with opposing counsel prior to requesting the change. The request should then be emailed to the judicial assistant at [Jerin@coj.net](mailto:Jerin@coj.net) at least 24 hours prior to the scheduled court date with opposing counsel included in the email.