

## (SAMPLE WEEKLY NOTICE TO ATTORNEYS AND AGENCY FOR ZOOM HEARINGS)

To attorneys, L-GALs, APAs, and DHHS managers:

Below is my NA docket for the week of 4/13/20 on T, Th, and Fri. I received several reports last week for these cases and I assume the parties on all cases have received the same reports. While the court remains closed, we are asking the agencies to please continue to email the reports directly to the referees and all parties, including parents, as well as to Laurynn Mancini in the clerk's office. We will return to our former procedures for filing reports once the court re-opens.

The options for hearings on my (Tuesday / Thursday/ Friday) cases are as follows:

1. Any party on any case may request a remote hearing via Zoom video or phone for any case by having the attorneys notify me by 5:00 the day prior to the hearing (i.e, by 5:00 p.m. on Monday 4/13 for the 4/14 cases and by 5:00 p.m. on Wednesday 4/15 for the 4/16 cases.) Even if respondents or minors cannot attend remotely, we can move ahead with the attorneys on the cases. (We do have a pretrial scheduled on Tuesday 4/14 at 9:00 and because this particular case has had several adjournments, I would like to know how the respondent and petitioner plan to proceed at this week's hearing. If respondent wishes a trial, we will schedule it on Tuesday. If an agreement is in process, please let me know that so we can schedule this accordingly; either way we can move forward and know with whom and when to schedule the next hearing. There is also a P.I. at 2:00 on Tuesday. Again, it would be helpful to know which way we need to plan to go for the next hearing so we can schedule accordingly. All other cases are review hearings on Tuesday and Thursday.
2. If parties do not believe there is a need to hold a Zoom hearing, we can do one of two things:
  - a. I can simply adjourn the case and send the attorneys a notice of hearing for the adjourned hearing, which you will be expected to send to your clients. (We don't have full recorder/clerk capability during this time to send notices to parties' home addresses.) We are normally adjourning hearings for 30-45 days at this time.
  - b. The other option would be for parties to stipulate to an order without a hearing that the court can adopt or modify, or we could all agree to specific changes in the previous order, and I would go ahead and make the necessary findings, etc. on an order form, as if it were a live review hearing, and then proceed to set the next 91 day review instead of scheduling a shorter adjourned date. I can think of a couple cases this week that might be appropriate for this option.
3. As you all know, motions may be filed at any time by emailing me or Referee Sullivan. If parties are in agreement you may file a stipulated order with the motion. Judge Connors will hear emergency contested motions on the record. We are able to get judge signatures on orders and send them back to the parties quickly with or without hearings. Stipulated orders have moved very quickly.
4. The most important thing is for the attorneys to **let me know by 5:00 p.m. the day prior to the hearing how you want to proceed with your hearing(s) for the next day, and please copy all parties on your case with your request.** When a Zoom hearing is requested, you will receive an invitation from Jennifer Sullivan prior to the scheduled hearing time with instructions to join the hearing. If I hear nothing from anyone on a case then we will go ahead and adjourn it.

Thank you all for your patience and your help with submitting reports, cooperating with technology, dealing with glitches and unforeseen issues, working remotely with your clients, and helping us come up with options for handling things during these unusual and trying times. I hope you are all staying safe and healthy. Referee Susan Butterwick

*(From APA Supervisor for NA docket)*

Good Afternoon,

Attached (and below) is the updated NA schedule for next week. (DHHS/Foster care, please send all reports to the parties and the court, prior to the hearing.) The APA's handling the hearings are listed, if you have any questions or concerns.

Thank you.

Date/Time	Case name/number	Hearing type (last court date)	Foster care worker	APA
<b>Tuesday 4/14</b>				
9:00 am <b>SB</b>	XXXXXXX 19-94 NA	Pretrial – adj'd (3/3/20)	Megan Bartenslager, CPS-DHHS	Jon Emmons
10:30 am <b>SB</b>	XXXXXXX 16-88 NA	PPH/182 day Review (10/15/19)	Ronnie Lee, DHHS	Jon Emmons
11:00 am <b>SB</b>	XXXXXXX 19-001 NA	PPH/182 day Review (1/21/20)	Lori Curry, DHHS	Jon Emmons
1:30 pm <b>SB</b>	XXXXXXX 17-146 NA	PPH/182 day Review (1/21/20)	Ronnie Lee, DHHS	Jon Emmons
1:30 pm <b>SB</b>	XXXXXXXX 19-26 – 19-29 NA	PPH/182 day Review (3/3/20)	Amy Van Zandt, CPS- DHHS (FCW ?)	Jon Emmons
2:00 pm <b>SB</b>	XXXXXXXXXX 20-13/14 NA	Preliminary Inquiry (3/3/20)	Briana Richards, CPS- DHHS	Jon Emmons
<b>Thursday 4/16</b>				
10:30 am <b>SB</b>	XXXXXXX 15-79 NA	PPH/182 day Review (1/23/20)	Emma Davis, DHHS	Darren Miller
11:00 am <b>SB</b>	XXXXXXXX 19-107 NA, 19-39/40/41 NA	PPH/182 day Review (1/23/20, sup pet filed 3/20/20)	Crystal Bergman, HATW	Darren Miller
1:30 pm <b>SB</b>	XXXXXXXX 18-62 NA	PPH/182 day Review (1/23/20)	Tosha Peterson, DHHS (?)	Darren Miller
2:30 pm <b>SB</b>	XXXXXXXX 19-66 – 19-72 NA	PPH/182 day Review (3/5/20)	Gerrie Miller, DHHS	Darren Miller
<b>Friday 4/17 SB</b>	Post-term docket – no cases scheduled this week			

