

Attorney Protocol for Virtual Operations

- 1. Communicating with the Court:** Check the courtroom protocol of the assigned Judge on www.3rdcc.org for up-to-date contact information. If you are unable to reach Court staff by phone, please email the JA for the assigned Judge with any questions regarding your case, and copy opposing counsel (emails are listed below, but updated information may be available on the assigned Judge's courtroom protocol). Refrain from discussions that could be construed as ex parte communications in emails. If you do not receive a response within 72 hours, please call the courtroom of the presiding Judge of the Civil Division, Hon. Patricia Perez Fresard, at 313-224-5173.
- 2. Adjournment of Scheduling Order Dates:** Through January 1, 2022, parties may stipulate to change tracks as described in Chief Judge Kenny's Order dated April 29, 2020: cases currently on Track 1 to Track 2; cases currently on Track 2 to Track 3; cases currently on Track 3 to adjourn deadlines up to 90 days. If any party objects to an adjournment as described above, the party proposing an adjournment may file a motion to adjourn. If no adjournment is needed the parties need not take any action. **After January 1, 2022, check your assigned Judge's procedures regarding adjournments.**
- 3. Case Evaluation:** Case Evaluations will be conducted remotely via Zoom. For questions related to case evaluation, email Lisa Timmons at Lisa.Timmons@3rdcc.org. Attorneys are encouraged to attempt facilitation, as several facilitators are working remotely. For a list of facilitators working remotely, email Lisa Timmons.
- 4. Orders:** Attorneys are encouraged to attempt resolution of issues through communication with each other and stipulations as much as possible. Stipulated orders can be e-filed.
- 5. Remote Settlement Conferences and/or Hearings:** The extent to which a Judge conducts virtual proceedings is discretionary. Please email the Judge's JA for information regarding scheduling and procedures.
- 6. Zoom Hearings:** Please review the assigned Judge's courtroom protocol for information regarding motion hearings. Attorneys should consult the Third Circuit Court Zoom Video Conferencing User Guide and other Zoom resources available at 3rdcc.org.
- 7. Motions:** Judges request that those filing motions include a proposed order as an exhibit to the motion. Copies of motions and briefs may be emailed to the Courtroom email of the assigned Judge.

Civil Division JA Email Addresses

Hon. Patricia Perez Fresard-Law Clerk Frances Yturri: Frances.Yturri@3rdcc.org
Hon. David J. Allen-Law Clerk Karen Liddle: Karen.Liddle@3rdcc.org
Hon. Brian Sullivan-Judicial Assistant Loretta Borne: Loretta.Borne@3rdcc.org
Hon. Dana Hathaway-Law Clerk Lorri Cary: Lorri.Cary@3rdcc.org
Hon. Muriel Hughes-Law Clerk Klara Zierk: Klara.Zierk@3rdcc.org
Hon. Kathleen M. McCarthy: JudgeMcCarthy-Court@3rdcc.org
Hon. Leslie Kim Smith-Law Clerk Rebecca Zarras: Rebecca.Zarras@3rdcc.org
Hon. Martha Snow-Law Clerk Lisa Damphousse: Lisa.Damphousse@3rdcc.org
Hon. Annette J. Berry-Law Clerk Alex Wisner: Donald.Fuller-Wisner@3rdcc.org
Hon. Edward Ewell-Judicial Assistant Joanne Gaskin: Joanne.Gaskin@3rdcc.org
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Hon. Sheila Gibson-Judicial Assistant Antoinette Maxwell:
Antoinette.Maxwell@3rdcc.org
Hon. David Groner-Law Clerk Scott Taylor: Scott.Taylor@3rdcc.org
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Hon. Susan L. Hubbard-Law Clerk Amy Rhoades: Amy.Rhoades@3rdcc.org
Hon. John Murphy-Law Clerk Paul Carrier: Paul.Carrier@3rdcc.org
Hon. Qiana Denise Lillard-Law Clerk (currently vacant): Please call 313-224-2240