

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE 22ND JUDICIAL DISTRICT**

Annette C. Hillman
Circuit Court Judge

Daniel J. Ahern
Presiding Judge

Gary L. Williams
Circuit Court Judge

GENERAL TRIAL and HEARING PROCEDURES

Please review the following procedures before your trial or hearing begins. These guidelines are largely a repeat of UTCRs. They are intended to help us all proceed efficiently at trial.

1. **EXHIBITS** Exhibits must be marked in advance. UTCR 6.080 & SLR 6.080. Counsel are expected to confer in advance regarding stipulated admissibility of exhibits. A list of exhibits must be provided to the clerk and the judge. UTCR 6.080. The exhibits will be released to the submitting party at the conclusion of the trial or hearing unless otherwise ordered. UTCR 6.120 and Local Court Policy on Disposition of Exhibits.

2. **PRE-TRIAL ISSUES** You are expected to advise the court, at the trial call conference, of any pre-trial issues and the duration of any hearing related to those issues. SLR 7.031.

3. **APPROACHING THE WITNESS** There is no need to ask permission to approach the witness for brief examination or presentation of exhibits. Feel free to move about the courtroom during presentation of your case. There is one exception to this procedure: you must ask permission to approach the jury.

4. **EXCLUSION OF WITNESSES FROM THE COURTROOM** Unless you feel it is necessary in a particular case, witnesses need not be automatically excluded in all cases. Allowing witnesses to be in the courtroom not only expedites the trial, but certainly is more comfortable and courteous for the witnesses themselves. If you request exclusion of witnesses before trial the request will be granted. ORS 40.385/OEC 615.

5. **QUESTIONS BY JURORS** With the consent of the court, at the conclusion of the testimony of each witness, jurors may be given the opportunity to submit questions of the witness, in writing. The question(s) will be reviewed with counsel for objections. If accepted, the question(s) will be asked by the court. ORCP 58B(9).

6. **OBJECTIONS** Make objections concise. This means you shall state your basis without argument unless requested by the court. For example, "Objection - hearsay." SLR 6.101.

7. **INSTRUCTIONS** Attorneys must submit requested instructions at or before the trial call conference. SLR 7.031. The court may give final instructions *before* closing arguments of counsel. The court may give other instructions at the beginning or during the trial if it would assist the jury on a particular issue. ORCP 58B(8).

8. **COMMENCING TRIAL** You shall report to the judge's chambers 20 minutes before the start of the trial, unless directed otherwise, to discuss pre-trial issues and trial procedure.

9. **MEMORANDA/BRIEFS** The judges will read trial memoranda. They must be submitted by the trial call conference, not on the day of trial. SLR 7.031. Counsel shall also submit all other documents required by SLR 7.031 at or before the trial call conference.