

Memo

To: Robertson and Montgomery County Bar Associations

From: The Offices of Judge Kathryn W. Olita and Judge Ted A. Crozier, Jr.

Date: July 31, 2020

In that we are still operating under the Supreme Court Order that requires us to minimize in-person proceedings, our offices will continue to follow the *Temporary Operating Procedures* issued on March 26, 2020 until further notice, with the following adjustments and reminders.

Judges Crozier and Olita will continue to conduct trials and hearings via Zoom or WebEx (or other designated video platform). Motions will still primarily be heard on the pleadings. If you have a matter that you believe is an exception to the Supreme Court Order limiting in-person hearings and would like to request an in-person hearing, you may indicate that on the Hearing Request Form or contact the appropriate Judicial Assistant.

When setting a case for trial, please know that such setting will secure your place on a particular date only, as it is unknown at this time exactly when in-person proceedings will resume.

Setting Trials, Hearings and Motions

Please continue to utilize the Hearing Request Form when requesting matters be set via video. Matters will need to be set on an appropriate motion or trial date. Please ensure you are properly noticing all parties by including a Certificate of Service with your request. You must also include e-mail addresses on your request so that the video invitation can be sent to the appropriate person(s). It is your responsibility to forward the invitation to your clients and/or witnesses prior to the scheduled hearing.

For matters that are being set on the pleadings only, a Hearing Request Form does **NOT** need to be filed. A motion set for hearing on the pleadings only should include a Notice of Hearing that indicates “pleadings only” within the Notice.

Pre-trial Procedures

All pre-trial documents, to include a Pre-trial Brief and Witness and Exhibit List, still need to be timely filed with the Court in accordance with the Local Rules. Copies of any potential trial exhibits will need to be pre-marked (Bates stamped or numbered) and submitted to the Clerk’s Office in an envelope with cover letter addressed to the Judge’s office for identification purposes. They will not be entered in the record until trial. All exhibits entered during the trial will be made a part of the record in the usual manner.

We appreciate your continued hard work and cooperation in following these procedures. If you have any questions regarding this information you may contact the Judicial Assistant at the following:

- Judge Ted A. Crozier, Jr.: Judicial Assistant, Heather Moore, office (931)245-3181, cell (931)721-7284
hlmoore@mcgtn.net
- Judge Kathryn Olita: Judicial Assistant, Danielle Myers, office (931)542-5282, cell (352)601-1789,
dlmyers@mcgtn.net;