

Frequently Asked Questions Regarding Judge Simon's Procedures

Q: Where should parties send proposed orders and jury instructions?

A: E-mail them in WordPerfect format to simon_chambers@innd.uscourts.gov.

Q: What time does court start during a trial?

A: During trial, court starts at 8:30 a.m. on Monday, Wednesday, and Friday, and at 9:30 a.m. on Tuesday and Thursday. Court generally ends by 6:00 p.m., but will vary depending on the circumstances of the trial. There is generally a short morning break, a lunch break, and a short afternoon break at some point each day of the trial.

Q: What courtroom is Judge Simon in?

A: We are in courtroom IV.

Q: Who should be present at a settlement conference?

A: See the settlement conference instructions on Judge Simon's web page.

Q: What should be in the pretrial order?

A: See the pretrial order instructions on Judge Simon's web page.

Q: Does the Court have a motion call day?

A: No, there is no specific motion call day. If a party wants oral argument, they should request it via a motion.

Q: How should parties mark exhibits?

A: Exhibits should be pre-marked. By communicating with each other, the parties should pick one side to use numbers and the other side to use letters.

Q: Can I get a demonstration of the technology available in the courtroom?

A: Yes, please contact the Courtroom Deputy, Noel, at 219-852-6724, or the systems department at 219-852-6520 to set up an appointment. It will not be possible to schedule an appointment on jury selection day.

Q: Does the Court have a set of standing orders?

A: No.

Q: Do parties have to use CM/ECF (electronic filing)?

A: Yes, local rule requires parties to use CM/ECF. Please contact the clerk's office if you have further questions (219)852-6500.

Q: What happens at a trial management conference?

A: The final pretrial conference, which occurs about one month before trial, is used to assign dates for the preparation of trial materials. The Court also usually conducts a settlement conference afterwards. The trial management conference generally occurs several days before trial. The purpose of the trial management conference is to resolve

any last minute issues, rule on pending motions, and answer any questions the parties have about trial procedures.

Q: What does the magistrate judge handle?

A: The magistrate judge assigned to each case handles all non-dispositive motions until the magistrate judge issues a bright-line order at the conclusion of discovery. The only major exception to this rule is that Judge Simon handles continuances of sentencings, suppression hearings, oral argument, and other criminal and civil hearings. But the magistrate judge still handles all motions to continue civil or criminal trials. Forms of order for these motions should be sent to the appropriate chambers. Judge Simon's e-mail address is simon_chambers@innd.uscourts.gov. Judge Cherry's e-mail address is cherry_chambers@innd.uscourts.gov. Judge Rodovich's e-mail address is rodovich_chambers@innd.uscourts.gov.

Q: What do the initials after my case number mean?

A: The initials after the case number refer to the judge originally assigned to the case. Thus, cases in front of Judge Simon usually have "PS" after the number.