

PROCEDURES FOR PRO SE PARTIES
(Judge Hardt)

1. A PARTY WITHOUT A LAWYER IS NOT ENTITLED TO SPECIAL TREATMENT AND MUST FOLLOW THE SAME RULES OF PROCEDURE, EVIDENCE AND LAWS, THAT GOVERN LAWYERS.

2. JUDGES AND THEIR ASSISTANTS ARE PROHIBITED FROM GIVING ANY LEGAL ADVICE, INCLUDING ANY ADVICE OR DIRECTIONS REGARDING THE PREPARATION OR PROCESSING OF COURT PAPERS.

3. JUDGES AND THEIR ASSISTANTS MUST REMAIN NEUTRAL AND IMPARTIAL.

4. JUDGES ARE PROHIBITED FROM HAVING ANY EX PARTE COMMUNICATIONS WITH ANY PARTY. REQUESTS TO SPEAK PRIVATELY WITH THE JUDGE WILL BE REFUSED.

5. DO NOT SEND LETTERS DIRECTLY TO THE JUDGE UNLESS COPIES OF SAME ARE SENT TO THE OPPOSING PARTY OR COUNSEL.

6. ANY MATTER TO BE CONSIDERED BY THE COURT REQUIRES THE FILING OF A WRITTEN MOTION AND NOTICE OF HEARING WITH THE CLERK. COPIES OF SAME ARE TO BE PROVIDED TO ALL PARTIES/ATTORNEYS INVOLVED IN THE CASE.

7. IN THE ABSENCE OF A WRITTEN STIPULATION OR AGREEMENT BETWEEN THE PARTIES, THE COURT CAN ONLY HEAR MOTIONS AND RECEIVE EVIDENCE IN OPEN COURT WITH ALL PARTIES NOTIFIED OF THE HEARING.