

## **CIVIL PROCEDURES FOR JUDGE THOMAS P. THOMPSON, III**

**(All are subject to change at the Court's discretion)**

### **GENERAL PROCEDURES:**

1. Any documents that you would like reviewed by the Judge must be submitted properly by filing motions with the Clerk of Court. Do not email the Judge directly with correspondence.
2. **Ex parte communication is not permitted under any circumstances.** The Code of Judicial Conduct precludes Judicial Assistants and other courtroom staff from speaking to parties about substantive matters in cases. All email correspondence must include all attorneys of record and pro se parties if a Designation of Email Address has been filed with the Clerk of Court. If all parties are not included, no action will be taken on the request. There will be no exceptions to this rule.
3. The Judge and Judicial Assistant are unable to give legal advice. If you have legal questions, you are advised to seek the advice of legal counsel.

### **SCHEDULING HEARINGS/REQUESTS:**

1. Prior to scheduling a hearing on a filed motion, the motion must be filed with the Clerk of Court. An e-filed stamped copy of the motion must be provided to request a hearing.
2. All requests for hearing dates with Judge Thompson shall be sent via email to the Judicial Assistant at [cjones@circuit5.org](mailto:cjones@circuit5.org).
3. Hearing times are set on a first come, first served basis.
4. The coordinating party must provide the Court with a courtesy copy of the Notice of Hearing to finalize the hearing selection.
5. Motions for Summary Judgment/Disposition must be set prior to trial; the motions will NOT be heard on the day of trial.

### **TO CANCEL A HEARING:**

1. Only the party who set the hearing can cancel the hearing.
2. You must email the judicial assistant at [cjones@circuit5.org](mailto:cjones@circuit5.org) to notify the Court of the cancellation and state the reason for cancellation.

3. If a Notice of Hearing has been filed, you must prepare a Notice of Cancellation and file it with the Clerk's office, with a copy sent to the judicial assistant.

### **IN PERSON vs ZOOM HEARINGS:**

1. Small Claims Pretrial Conferences:  
All Small Claims Pretrial Conferences are IN PERSON in Courtroom 1 at the Marion County Courthouse (per Administrative Order [M-2022-31-B](#)). All parties will be referred immediately to IN PERSON mediation at the courthouse on that date if the case is not resolved at the pretrial conference.
2. Civil Hearings other than Small Claims Pretrial Conferences:  
Judge Thompson's hearings allow each party the option to appear in person in Hearing Room 2020 or to appear via ZOOM. It is not necessary to let the judge's office know how you will appear. Any attorney preparing a notice of hearing should include the Zoom information provided by our office on the notice.
3. Non-Jury Trials/Final Hearings:  
All Non-Jury Trials/Final Hearings are **IN PERSON ONLY** in Hearing Room 2020 at the Marion County Courthouse. Record Custodians may only appear remotely with a Motion and proposed Order filed with the Court.

### **PROPOSED ORDERS**

1. **Judge Thompson does not accept Orders through the Court's e-filing portal.**
2. Proposed orders are accepted via email to [cjones@circuit5.org](mailto:cjones@circuit5.org), in WORD FORMAT ONLY, or via US Mail along with self-addressed stamped envelopes for all pro se parties. Please remove all template codes.
3. Any email submission shall copy ALL parties by email. If one or more of the parties do not have an email, your correspondence shall indicate that a copy has been mailed to those parties.
4. The attorney submitting the proposed order shall serve a copy of the Order to each self-represented party by US Mail, first class, postage paid, and file a Certificate signed by said counsel that service has been made.