

Judge John R. Tunheim  
Practice Pointers and Preferences

**Contact with Chambers**

- Chief Judge Tunheim prefers that attorneys and their staff contact his courtroom deputy, rather than his law clerks.

**Motion Scheduling**

- Chief Judge Tunheim schedules motion hearings after the motion is filed and fully briefed by all the parties. You may email or call the courtroom deputy to request a hearing date once briefing is complete. The courtroom deputy will generally email the parties with a suggested date when the court is ready to schedule the hearing.
- Chief Judge Tunheim does not require courtesy copies.
- Chief Judge Tunheim hears *Daubert* motions himself.
- Chief Judge Tunheim usually holds *Markman* hearings himself. This should be scheduled prior to summary judgment.
- On occasion, Chief Judge Tunheim refers dispositive motions to the magistrate judge. This is decided on a case-by-case basis.

**Written Submissions**

- Parties should follow the page limits and/or word count requirements and filing procedures in accordance with the Local Rules.
- Page or word count extensions may be in a form of a motion or a letter and must be requested in advance.
- Chief Judge Tunheim does not require courtesy copies.

**In-Court Proceedings**

- Parties should stand at the podium and formally address the Court and counsel unless Chief Judge Tunheim directs otherwise.
- Chief Judge Tunheim does not have a preference as to which table the parties choose to sit at.

- Chief Judge Tunheim's motion hearings are 20 minutes per side unless permission has been given to exceed that amount of time.
- Attorneys are required to use the technology in the courtroom for motions if appropriate.
- Attorneys should not repeat the facts stated in the briefs, should focus on the key issues in dispute and should be prepared to answer questions from Chief Judge Tunheim.
- Any additional case law presented at or after oral argument must be furnished to the opposing counsel prior to submitting it to the Court. If submitting the case law the day of oral argument, please supply the Court with two copies.
- If attorneys wish to contact jurors after the trial, they must seek written permission from Chief Judge Tunheim in all cases. If permission is granted, the attorneys may write a letter to the jurors. They may not telephone the jurors. It is fine if the juror responds to the letter by telephoning the attorneys.

### **Settlement Conferences**

- Chief Judge Tunheim refers all settlement conferences to the magistrate judge.
- The parties may request a settlement conference at any time by contacting the magistrate judge. Chief Judge Tunheim may also request the magistrate judge to hold additional settlement conferences.

### **Trial**

- Chief Judge Tunheim issues a Notice of Trial and a Memorandum with instructions as to when trial papers are due after the order on summary judgment motions has issued.
- Chief Judge Tunheim generally hears oral argument on motions in limine before jury selection on the first day of trial. The courtroom deputy will contact the parties regarding a motion hearing before that date should the court determine it is necessary. Parties may also request a hearing. Chief Judge Tunheim may or may not hear argument on all motions in limine.
- Chief Judge Tunheim conducts the *voir dire* examination of potential jurors.
- Attorneys must use the technology in the courtroom during all trial proceedings. Any other use of technology must be pre-approved.
- Chief Judge Tunheim requires attorneys to be trained using the technology in the courtroom and encourages parties to practice prior to the start of trial. Please

contact Chief Judge Tunheim's courtroom deputy to schedule training and a time to practice using the technology.

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### **Proceedings at Other Locations**

- If a court proceeding is scheduled in either the Duluth or Fergus Falls courthouse, please contact the courtroom deputy to discuss the use of technology in the courtroom.

### **Transcripts and other Court Reporter-related Issues**

- Attorneys should contact Chief Judge Tunheim's court reporter, Kristine Mousseau, before the start of any trial or hearing if realtime or daily copy transcripts are being requested. Attorneys should give the court reporter as much lead time as possible.

### **Questions or Concerns**

- If attorneys have any questions or concerns regarding Chief Judge Tunheim's practices or preferences, they should contact his courtroom deputy.