

## UPDATE FOR JUDGE MARQUES GUARDIANSHIP/MENTAL HEALTH DIVISION

Please be advised that the procedures and schedule for this division are being updated. The purpose is to streamline matters, change to video conferencing for most hearings and make short matters and additional hearing time available.

We are making these changes in addition to taking care of matters and emails that came in during the holiday break and come in daily. We appreciate your patience while we make these changes and hope to have everything completed by the end of this week.

The division email is [2orange@ninthcircuit.org](mailto:2orange@ninthcircuit.org). Please email all orders, motions and materials for hearings. If you are requesting attorney's fees and the supporting documentation is in the court file, please indicate so in your email. Attorney fee requests must have the consent of the guardian and supporting affidavit of time and costs.

If the judge signs an order, it will be e-filed and you will not receive a paper copy. If you need to deliver paper copies of materials due to volume, there is a bookcase outside to the right of the Judge's box on the 8<sup>th</sup> floor where you may leave them.

Judge Marques' hearing room is 800.02. Most hearings will be conducted from the hearing room beginning January 11, 2021. RPOs and OTSC will be in Courtroom 10A. The hearing room has a static IP address for video hearings that will be posted by Friday January 8<sup>th</sup>.

We will not be using Zoom for video conferencing. The hearing room will be using Cisco Webex and the IP (link) will be the same for every hearing. You will be let into the hearing room when the judge calls the case. TEAMS will be used for any proceedings in the courtroom until Cisco Webex can be installed. That link will be provided by the JA before the hearing. It is the responsibility of the attorneys to provide the link to the necessary parties. **INDIVIDUALS ARE REQUIRED TO HAVE THEIR NAME SHOWING ON THE SCREEN BEFORE THEY WILL BE ADMITTED.**