

Court's Daily Schedule During Trial

- Judge Cartwright holds trial Monday through Friday of each week. The Tuesday trial day may be shortened if necessary to allow for in-custody hearings in criminal cases. Judge Cartwright will advise counsel in advance if the Tuesday trial day will be shortened.
- The courtroom will be open and available to counsel at approximately 8:15 a.m.
- Final Pretrial matters are taken up at 8:30 or 8:45 a.m.
- The jury panel is sworn for voir dire in the courtroom at 9:00; after Court-directed voir dire, the Court usually gives each side 20 minutes to conduct voir dire, and a jury is usually sworn prior to the noon recess. Counsel should be prepared to deliver opening statements and call their first witnesses on the afternoon of the first trial day.
- 15 minute mid-morning break is taken at approximately 10:30 a.m.
- Noon/Lunch recess is taken at from 12:00 to 1:30 p.m., if matters need to be discussed outside the presence of the jury, this will occur at 1:15 p.m.
- 15 minute mid-afternoon break is taken at approximately 3:00 p.m.
- Court recesses for the day at 4:30 p.m.
- If there are no matters to take up at the end of the day outside the presence of the jury, the courtroom needs to be cleared and closed as soon as possible so court staff can attend to other matters.
- Counsel *must* have sufficient witnesses available to fill up the court day. Judge Cartwright will not recess early or delay the trial if a witness is not available.
- Court Security Officers require that all parties exit the courthouse by 5:00 p.m., unless court remains in session.
- The parties should discuss leaving trial materials overnight in the courtroom with the courtroom deputy.