

IN THE FIFTH JUDICIAL DISTRICT OF IOWA

**IN RE: PRIORITIZATION OF
ASSIGNMENT OF CASES AND
RULING TIME - POLK COUNTY
FOR 2024**

**AMENDED
ADMINISTRATIVE ORDER 2023-28
(Exhibit A Only)**

Cases involving child custody, physical care, visitation, and child support (hereinafter "Children's Justice Cases") shall be afforded priority for purposes of scheduling, hearing, and disposition. Among other case types, dissolution of marriage cases not involving children and civil actions for recovery of money damages are not as high priority as Children's Justice Cases. The Court has previously determined that it is necessary to adjust the assignment to reflect the priorities and to provide scheduled ruling time for the proper disposition of cases. The Court has previously increased the number of non-jury weeks to accommodate trials of non-jury cases including priority matters such as Children's Justice Cases, post-conviction relief matters and non-jury criminal cases.

NOW THEREFORE IT IS HEREBY ORDERED:

1. For 2024, Court Administration shall maintain the number of jury weeks and non-jury weeks in accordance with the calendar attached as Exhibit "A" and pursuant to Administrative Orders 2010-56 and 2011-28.

2. Court Administration shall schedule civil matters for trial in accordance with the scheduling matrix attached as Exhibit "B".

3. In accordance with this matrix, Court Administration shall schedule two Children's Justice Cases for three (3) days or longer trials on Mondays, or Tuesdays following a Monday holiday, in both jury and non-jury weeks. These trials shall be scheduled as soon as possible after completion of mediation. These trials shall be scheduled for one continuous session and shall be tried to conclusion. These trials shall have priority in the assignment ahead of all other civil matters.

4. During jury weeks, Court Administration shall schedule civil jury trials at least three (3) cases deep to commence on Mondays on each of the ten (10) general trial dockets in accordance with the matrix. In consultation with the Chief Judge, Court Administration shall monitor and adjust the trial assignments among the general trial dockets to maximize the available trial dates and to equalize the workload. However, due to the reduction in the


number of available General Trial Judges, Court Administration may schedule trial dates beyond the applicable time standards as necessary in consultation with the Chief Judge on a case-by-case basis.

5. All scheduled trial dates shall be considered firm. There shall be no stand-by cases. Court Administration shall not bump a case for lack of an available judge, court reporter or courtroom. Bumping decisions shall only be made by the Chief Judge or the Assistant Chief Judge.

6. Judges assigned to the General Civil Trial docket shall have two scheduled ruling days per month per attached Exhibit "C." When a trial extends into a judge's regularly scheduled ruling day, Court Administration shall roll the judge's ruling day over to the next Thursday as possible. However, if a judge were assigned a new case on his or her ruling day, the status of that case shall be referred to the Chief Judge or the Assistant Chief Judge for a determination on whether the case should be continued to a future date. The case scheduler shall consult the affected judge regarding his or her preferences on the situation, and his or her Rule 22.10 Report status, and shall report the same to the Chief Judge or Assistant Chief Judge. Only the Chief Judge or the Assistant Chief Judge shall decide whether to bump a case.

7. This Order shall be effective January 1, 2024.

Dated this 9th day of November, 2023.



MICHAEL D. HUPPERT, CHIEF JUDGE
FIFTH JUDICIAL DISTRICT OF IOWA

Copies to:
Chief Justice Susan Christensen, Iowa Supreme Court
Liaison Justice Edward Mansfield, Iowa Supreme Court
State Court Administrator, Bob Gast
Fifth Judicial District Judges, Staff and Stakeholders by e-mail and

Dates in **Yellow** = Holidays

Dates in **Gray** = Non-Jury

Dates in **Green** = Nothing Set

2024

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						
April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
*October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	**9	**10	**11	**12	**13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

*Two non-court days have been added in October to accommodate conferences for the 2024 calendar year.

**Criminal jury trials only shall be scheduled during this week.

ON DAYS WHICH ARE DESIGNATED NON-COURT DATES (INDICATED BY A GREEN HIGHLIGHT) NOTHING EXCEPT EMERGENCIES SHOULD BE SET.

POLK COUNTY CIVIL SCHEDULING MATRIX

	NON-JURY WEEK (with Monday Holidays)	NON-JURY WEEK (with Thurs. or Fri. Holidays)	NON-JURY WEEK (without holidays)
Monday	2 CJ cases 3 days or longer, and 3 JT 3 cases per general trial docket	HOLIDAY	2 CJ cases 3 days or longer, and 3 NJT 3 days or longer per general trial docket
Tuesday	3 Fam up to 3 days long at 9	2 CJ cases 3 days or longer, and 3 NJT 3 days or longer per general trial docket	3 NJT up to 2 days long per general trial docket
Wednesday	3 Fam 1 -2 days at 9 and 2 Fam at 1:30	3 NJT up to 2 days long per docket	3 day NJT 1 day long per general trial docket
Thursday	3 Fam 1 day at 9 and A11 Fam at 1:30	3 NJT 3 1 day long per docket	3 NJT 1 day long per general trial docket
Friday	Judges Schedule**	Judges Schedule**	Judges Schedule**
CJ = Children's Justice Cases: District Court Family Law Cases involving child custody, physical care, visitation and/or support			
Fam = District Court Family law trials or hearings longer than 2 hours, any subject matter including Children's Justice issues	Judicial Ruling Time - each judge will receive 2 scheduled ruling days per month on the general trial docket.		
NJ = Any district court civil non-jury trial or hearing			
JT = Any district court civil jury trial			
* All PCR hearings scheduled through the Case Coord.	**Ct Att'd/Jud Asst. schedule ONLY 8-9 a.m. Mon. through Thurs.; and all day Friday. All other times scheduling ONLY through the Case Coordinators.		

Polk County Judges' Ruling Day Schedule for 2024

Group A (1st & 3rd Thursday)

Robert B. Hanson
Coleman J. McAllister
Jeanie K. Vaudt
Lawrence McLellan
Jeffrey Farrell

Group B (2nd & 4th Thursday)

Scott D. Rosenberg
Paul D. Scott
Samantha Gronewald
Michael D. Huppert
Heather Lauber