

# THE SEVENTH JUDICIAL DISTRICT OF IOWA

CEDAR | CLINTON | JACKSON | MUSCATINE | SCOTT

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## GUIDELINES OF PRACTICE AND ADMINISTRATION

REVISED APRIL 2023

Adopted by authority of:

Iowa R. Civ. P. 1.1806

Iowa R. Crim. P. 2.35

Iowa Ct. R. 7.3

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District Court Administration

Scott County Courthouse

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### GUIDELINE 1.1: GENERAL STATEMENT

These Guidelines serve as a supplement to the Rules of Civil and Criminal Procedure and the EDMS Chapter 16 Rules and are not intended to supersede those rules.

### GUIDELINE 1.2: EDMS CHAPTER 16 RULES

Chapter 16 EDMS Rules are to be followed including the Rules regarding redaction.

**NOTE:** "When the law requires the filing of an original document, such as a will, mortgage document, birth certificate, foreign judgment, or other certified or verified document, the filer shall scan the original document and file the scanned document in the electronic document management system. For a period of no less than two years or until the conclusion of the case or the conclusion of an appeal, or the conclusion of the estate, whichever is later, the filer shall immediately deliver the original document to the court upon request of the court or the other party for inspection and electronic preservation, if necessary." See Iowa Ct. R. 16.411(1).

### GUIDELINE 1.3: DEFINITIONS

As used in these Guidelines, the following definitions apply.

"Courtroom" shall mean any location where legal proceedings involving testimony or argument is taken before a Judge or Magistrate, including proceedings which may occur virtually, by telephone or be remotely broadcast within a Courthouse.

"Interactive Video Court Hearing" shall mean any hearing conducted by a Judge or Magistrate using Zoom, Skype, GoToMeeting or any other electronic video meeting software or platform used for legal proceedings.

### GUIDELINE 2.1: COURT SESSIONS

Court Sessions shall be established by the Chief Judge on a yearly basis to coincide with Supreme Court rules.

### GUIDELINE 2.2: EX PARTE INJUNCTIONS – DISTRICT COURT

Applications for ex parte injunctions, including those filed through EDMS, **MUST** be presented at Order hour to the judge designated for that purpose each day that court is in session as follows:

- Scott County: 8:30 to 9:00 a.m.
- Cedar, Clinton, Jackson & Muscatine Counties: 8:30 to 9:00 a.m.
- All applications for ex parte injunctions must comply with the Iowa Rules of Civil Procedure.
- In family law cases, all requests for injunctions must comply with Administrative Order 2020-25 issued by Chief Judge Greve on December 4, 2020. See Rule 4.3 below.

### Guideline 2.3: Motions

- (A) All motions will be deemed submitted to the court without oral argument unless the motion is accompanied by a proposed order with hearing date and time contained therein after consulting with all other counsel.
- (B) Counsel requesting oral argument shall obtain date and time from Court Administration and shall so state in the proposed Order scheduling hearing that date and time have been approved. The proposed Order scheduling hearing shall be electronically submitted at the same time the motion is filed.
- (C) A proposed Order granting the relief sought in the motion should be submitted at the same time as the filing of the motion.
- (D) All Orders setting hearing on a motion should describe the motion to be heard either in the title of the Order setting hearing or in the body of the Order. (For example: "Order setting hearing on Defendant's motion to suppress")
- (E) All proposed Orders setting hearing shall be scheduled in coordination with all parties or attorneys and Court Administration and shall so state that the date and time has been agreed upon.

### GUIDELINE 2.4: MOTIONS FOR SUMMARY JUDGMENT

- (A) Motions for summary judgment, which are not specially set for hearing, shall be submitted without oral argument 21 days after the motion is filed.
- (B) If the moving party fails to comply with Iowa R. Civ. P. 1.981, or District Court Rule 2.5, the court may order that the motion remain unsubmitted until compliance is completed.

### GUIDELINE 2.5: CONTENTS OF MOTIONS

- (A) Every motion and every resistance to a motion predicated upon a provision of the United States Constitution, or Iowa Constitution, or a statute or a rule, shall cite same. There shall be appended to or included in every motion a concise written statement of the reasons in support of or in opposition to the motion and citation of authorities relied upon.
- (B) If the moving party fails to comply with this rule, the court may order that the motion remain unsubmitted until compliance is completed.

### GUIDELINE 2.6: IDENTIFICATION OF COUNSEL ON PLEADINGS

All pleadings and motions shall comply with Chapter 16 requirements.

#### GUIDELINE 2.7: ORDERS BY SEPARATE DOCUMENT AND FILING

All Orders shall be made by separate document, and shall not be a part of pleadings, motions or applications.

#### GUIDELINE 2.8: PETITIONS FOR REVIEW OF ADMINISTRATIVE ACTION

Promptly after twenty (20) days from the filing of a petition for judicial review under Iowa Code Chapter 17A, the petitioner shall apply to the court for an Order setting the same for oral argument and for a briefing schedule. The parties may waive oral argument in writing.

#### GUIDELINE 3.1: COURT FILES

Court files, including exhibits and transcripts, shall not be removed from a courthouse by an attorney or attorney's staff without prior court order approving the removal and length of time of removal.

#### GUIDELINE 3.2 COUNSEL AND WITNESSES

Counsel shall examine witnesses from the counsel table except when examining a witness with respect to an exhibit.

#### GUIDELINE 3.3 COURTROOM RULES — IN PERSON AND VIRTUAL

- (A) Every person entering the courtroom while court is in session shall immediately be seated and conduct himself or herself in a quiet and orderly manner. Unless seating is available, no person shall be admitted into the courtroom without permission of the judge. All persons attending a court session shall remain in the spectator area behind the bar, except participants in the court proceedings.
- (B) No person, except a peace officer engaged in the performance of official duties, shall bring into the courtroom while court is in session any sign, placard, firearm or other weapon, except with express permission of the judge.
- (C) No person shall approach the judge's bench while court is in session, or while the judge is seated upon the bench, except by permission of the judge.
- (D) All approaches to courtrooms, court offices, and other rooms within the courthouse used by judges, court personnel, counsel, litigants, witnesses or jurors, shall be kept clear at all times during courthouse business hours, for the purpose of free access thereto.
- (E) Except as provided by Canon 3(A)(7), Iowa Code of Judicial Conduct, and the Seventh Judicial District Media Policy, no person shall record any proceeding through the use of any electronic device, cellular telephone, tablet, photographic equipment, television equipment, broadcasting equipment, or sound recording equipment, except with express permission of the judge.

### Guideline 3.4 Termination of Employment by Counsel

(A) SCENARIO 1: CONCLUSION OF A CASE

If any case has concluded, the attorney should 1) file a motion to withdraw stating that representation is finished and 2) submit a proposed Order approving the withdrawal. These types of withdrawals do not require a hearing to be set.

(B) SCENARIO 2: PENDING CIVIL CASES WITH CLIENT'S CONSENT

In a pending civil case, if the client approves of the attorney's withdrawal, the attorney should 1) file a motion indicating within the body of the motion that it meets with the client's written approval and 2) submit a proposed Order approving the withdrawal. These types of withdrawals do not require a hearing to be set. Including a consent signed by the client is preferred.

(C) SCENARIO 3: PENDING CIVIL CASES WITHOUT CLIENT'S CONSENT

In a pending civil case, if an attorney wishes to withdraw because of issues/problems with a client, the attorney should 1) coordinate a hearing date and time with any other counsel of record and Court Administration; 2) file a motion to withdraw; 3) submit a proposed Order setting the hearing for the date and time coordinated with Court Administration; and 4) provide notice to all parties/counsel. Attorneys must coordinate a date and time with counsel and Court Administration.

(D) SCENARIO 4: PENDING CRIMINAL CASES WITH PUBLIC DEFENDER'S OFFICE CASE CONFLICT

In a pending criminal case to which the Public Defender's Office (PDO) has been appointed, if the PDO has a conflict of interest the PDO should 1) file a motion to withdraw indicating that the withdrawal is necessitated by the conflict of interest and 2) submit a proposed Order approving the withdrawal. These types of withdrawals do not require a hearing to be set.

(E) SCENARIO 5: PENDING CRIMINAL CASES WITH CONTRACT ATTORNEY CONFLICT OF INTEREST

In a pending criminal case to which a contract attorney has been appointed, if the attorney discovers a conflict of interest the attorney should 1) file a motion to withdraw providing sufficient explanation of the conflict and 2) submit a proposed Order approving the withdrawal and appointing substitute counsel. These types of withdrawals do not require a hearing to be set.

(F) SCENARIO 6: PENDING CRIMINAL CASES – DEFENDANT SEEKING NEW COUNSEL

In a pending criminal case, if a Defendant wants a new attorney, the Defendant must file a motion requesting new counsel. Current counsel will be directed to coordinate a hearing date and time with any other counsel of record and Court Administration and provide notice to all parties/counsel.

(G) SCENARIO 7: PENDING CRIMINAL CASES WITHOUT CLIENT'S CONSENT

In a pending criminal case, if any attorney wishes to withdraw because of issues/problems with a client, the attorney should 1) coordinate a hearing date and time with any other counsel of record and Court Administration; 2) file a motion to withdraw; 3) submit a proposed order setting the hearing for the date and time coordinated with Court Administration; and 4) provide notice to all parties/counsel. Attorneys must coordinate a date and time with counsel and Court Administration.

GUIDELINE 4.1 TEMPORARY SUPPORT HEARING

Except when otherwise ordered by the court, hearing on application for temporary support under Iowa Code section 598.10 shall consist of the financial statements required by Iowa Code section 598.13 and affidavits and arguments of counsel. The initial hearing on temporary support shall be non-evidentiary scheduled for an 8:30 a.m. or 8:45 a.m. court hearing in consultation with all attorneys of record and Court Administration.

GUIDELINE 4.2 TEMPORARY CUSTODY HEARING

Except when otherwise ordered by the court, evidentiary hearings on temporary matters involving minor children under Iowa Code section 598.10, and according to the requirements in the order setting hearing, shall consist of testimony of the parties, and affidavits and arguments of counsel. The hearing on temporary matters shall be scheduled in consultation with all attorneys of record and Court Administration.

Guideline 4.3 Temporary Injunctions in Family Law Cases

In family law modification cases, requests for temporary injunctions must also follow the Iowa Rules of Civil Procedure. It is not automatic that a hearing will be granted or an injunction will be granted in a modification matter since Iowa case law prohibits changing custody in modification actions absent extraordinary circumstances.

If a temporary injunction is granted in a family law matter, a hearing will be set that will be limited to 80 minutes with each side getting 40 minutes to present their case. This is similar to what we now do for temporary hearings. If a judge grants or denies the temporary injunction, any further requests to review that order shall be held in front of the same judge who initially granted or denied the request for temporary injunction.

Authority: Administrative Order 2020-25 dated December 4, 2020.

GUIDELINE 4.4 CONTESTED CHAPTER 598 CASES

In the trial of cases under Iowa Code Chapter 598, including modification of decree cases, in which division of assets and liabilities, support of parties, or support of minor children is a contested issue, the following rules shall apply:

- (A) Prior to settlement or pretrial conference the parties shall file amended financial statements as required by Iowa Code section 598.13 or file a statement that such previously filed financial statement is accurate and not in need of amendment.
- (B) At least three (3) days prior to trial the parties shall file a written stipulation setting forth all of the assets and liabilities of the parties, together with the values and amounts thereof, in a form prescribed by the court. The stipulation should include the legal description of real estate at issue. If agreement cannot be reached in regard to assets or liabilities, such fact should be indicated.

#### GUIDELINE 4.5 STIPULATED CHAPTER 598 CASES

In the trial of cases under Iowa Code Chapter 598, including modification of decree cases, in which there are no contested issues, the following rules shall apply:

A stipulation signed by all parties and counsel for a family law case matter shall be filed through EDMS with the required dissolution checklist filed as an attachment to the stipulation. The filer should add a note that it is an agreed matter ready for immediate action in the "Special Filing Instructions for the Clerk" section. If a dissolution checklist is not attached to the stipulation, a decree may not be issued.

#### GUIDELINE 4.6 DECREES IN CHAPTER 598 CASES

In uncontested dissolution of marriage cases involving support payments to either party, child support, or child medical support and counsel prepares the decree, the decree shall include findings of fact concerning the following:

- Occupation of the parties and their gross incomes;
- Net monthly incomes of the parties, as shown on the child support guidelines worksheets;
- Birth years and initials only of children affected by the decree; and
- Percentage of each parent's share of "uncovered medical expenses," pursuant to the current child support guidelines.



## GUIDELINE 4.7 DISSOLUTION CHECKLIST

The dissolution checklist is available on the district website at [http://www.iowacourts.gov/About the Courts/District Courts/District Seven/Electronic Filing Information Forms/](http://www.iowacourts.gov/About%20the%20Courts/District%20Courts/District%20Seven/Electronic%20Filing%20Information%20Forms/).

IN THE IOWA DISTRICT COURT FOR _____ COUNTY	
<p style="text-align: center;">_____ Petitioner,</p> <p style="text-align: center;">vs</p> <p style="text-align: center;">_____ Respondent.</p>	<p>Case No: _____</p> <p style="text-align: center;"><b>DISSOLUTION CHECKLIST</b> (ATTACH TO STIPULATION WHEN FILING)</p>

This checklist shall be completed by counsel for either party and filed as an attachment to any stipulated agreement seeking a final court decree in a dissolution matter.

	YES	NO	N/A
1. Has Proof of Service of Process been filed?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Has 90 days passed since service of original notice <b>OR</b> last day of publication <b>OR</b> filing of acceptance of service? [Iowa Code § 598.19]	<input type="checkbox"/>	<input type="checkbox"/>	
3. Has an order waiving the waiting period previously been filed? [Iowa Code § 598.19]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If stipulated <u>child support</u> is <b>NOT</b> pursuant to guidelines, are reasons for deviation specifically set forth in the Stipulation or Settlement Agreement? [Iowa Code § 598.21B(2)(d) and Iowa Ct. R. 9.11]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are child support guidelines filed? [Iowa Ct. R. 9.10]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. There is <b>no</b> protective/no contact order in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has a prior protective order been canceled or does one need to be canceled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Have all pending motions been resolved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Have both parties filed certificates of completion of Children in the Middle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Have parties filed financial affidavits or have they been waived by the court? [Iowa Code § 598.13]	<input type="checkbox"/>	<input type="checkbox"/>	
11. Has a Stipulated or Settlement Agreement been filed separately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. If the parties have an interest in real estate:			
a. Is a legal description for the real estate included in the Stipulated Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Have Quit Claim Deeds been prepared, or is title transferred in the Stipulated Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is payment of costs resolved in the Stipulated Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	

#### GUIDELINE 5.1 PLEA AGREEMENTS

To facilitate the administration of Iowa R. Crim. P. 2.10, all plea agreements made pursuant to said rule shall be reduced to writing on forms signed by the defendant, counsel for the defendant and the prosecutor, which shall be filed with the clerk.

#### GUIDELINE 5.2 DISMISSAL OF CRIMINAL CASES

Applications made by the County Attorney for dismissal of pending criminal charges (including deferred judgments) pursuant to Iowa R. Crim. P. 2.33 or 2.34 shall be in writing, unless otherwise allowed by the Court, stating the reasons therefor.

#### GUIDELINE 5.3 WAIVER OF SPEEDY TRIAL

Waiver of speedy trial in criminal cases shall be signed by the defendant and defendant's counsel and filed through EDMS.

#### GUIDELINE 5.4 PROPOSED JURY INSTRUCTIONS IN CRIMINAL CASES

- (A) Both counsel in a criminal case shall file through EDMS no later than the Friday before trial, a complete set of proposed jury instructions which include the following:
1. Completed marshalling instructions including all lesser included offenses;
  2. Any stock instructions in which a modification is requested shall include the modified language and provide legal authority for the modification;
  3. Any stock instruction requested that is not normally used;
  4. Proposed verdict forms; and
  5. Any miscellaneous or other non-standard instructions requested with citations to authority for use.
- (B) Both counsel shall email a copy of the proposed instructions above in Microsoft Word editable format to the assigned judge, and court reporter, prior to trial or Court Administration in the appropriate county if no such judge is assigned.

#### GUIDELINE 5.5 CRIMINAL MOTIONS

Counsel filing motions in criminal cases shall be responsible for scheduling the matter for hearing in consultation with opposing counsel and Court Administration. A proposed Order scheduling hearing shall be submitted through EDMS at the time of filing the motion.

#### GUIDELINE 6.1 ATTORNEY'S REPORT ON CLOSING ESTATE

When requesting approval of an estate final report, the attorney for the fiduciary or a duly appointed Referee shall make a report to the court using the *Report of Referee* form approved by the Iowa Supreme Court on December 17, 2021 with an effective date of February 28, 2022. See Rule 7.4-Form 1. A copy of the current form is attached hereto.

In the Iowa District Court for _____ County	
<b>In the Matter of the Estate of:</b>  _____ <i>Full name: first, middle, last</i>  <b>Deceased.</b>	Probate no. _____  <div style="text-align: center;"><b>Report of Referee</b></div>

The undersigned Referee verifies that the Final Report has been filed in this estate and that the Referee has examined the Final Report and reports to the court as follows:

*All questions must be answered. If **Yes** or **No** is not appropriate, check **N/A**.*

	Yes	No	N/A
1. Proof of publication filed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Affidavit of Mailing Notice required by:			
A. Iowa Code sections 633.230 and 633.304?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Iowa Code sections 633.231 and 633.304A (medical assistance claims)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Fiduciaries fees ordered or waived and affidavit of compensation filed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Attorney fees ordered and affidavit of compensation filed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Itemization requested and provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. If not, statement required by Iowa Code section 633.477(11) made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Income tax acquittance filed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Inheritance tax clearance filed or certification required by Iowa Code section 450.58 made? <i>Note: This is no longer required for decedents dying on or after January 1, 2025 (Iowa Code § 450.98).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Federal estate tax transcript or federal estate tax closing letter filed or certification required by Iowa Code section 633.477(10) made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. A list of distributees is shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. A description of real estate is shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Certificates of change of title to real estate filed or reference to the transfer of property by Court Officer Deed is made, as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. All claims filed have been paid, disallowed, released, or a classification of debts and charges has been made pursuant to Iowa Code section 633.425 and approved by the Court?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Notice of hearings on the Final Report waived?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not waived, proper proof of service of notice is on file and period for filing objection(s) expired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Accounting is waived, or if not waived, accounting has been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Continued on next page*

- |  | Yes                      | No                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 14. Court costs have been paid, including cost for final order(s)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Election filed by or for surviving spouse under Iowa Code section 633.236 or notice filed and time period for filing election under section 633.237 expired? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Receipts for all specific bequests filed?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. There is a statement regarding whether decedent left genetic material?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

*If you checked **No**, check **N/A** for the remaining questions in section 17.*

**A. Decedent:**

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| (1) Was unmarried.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) Left no genetic material.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (3) Left no signed writing authorizing spouse to use the genetic material. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

*If you checked **Yes** to any question in section 17(A), check **N/A** for the remaining questions in section 17.*

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| <b>B. Have sufficient estate assets been reserved to fund distribution to posthumous heirs?</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

*If you checked **No**, check **N/A** for the remaining questions in section 17.*

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| <b>C. Does the Final Report state that final distributions will not be made until two years after the decedent's date of death?</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

*If you checked **No**, check **N/A** for the remaining questions in section 17.*

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <b>D. Does the Final Report state that a supplemental report will be submitted after final distributions of the reserved assets?</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

**18. Remarks:**

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☐ Check this box if you have attached a sheet with additional information.

*Continued on next page*

**19. Filer's information:**

\_\_\_\_\_, 20\_\_\_\_  
Month Day Year  
Date signed

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Is/ Referee in probate signature

\_\_\_\_\_  
Law firm, if applicable

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP code

(\_\_\_\_\_)\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Additional email address, if applicable

## GUIDELINE 7.1 SETTLEMENT CONFERENCE PROCEDURES

Settlement conferences shall be held in all cases except for the following case types: debt collections, family law contempts and mortgage foreclosures. The settlement conference judge shall not be assigned as trial judge.

Attorneys in cases set for settlement conference shall comply with the following:

(A) The attorneys shall confer in advance of settlement conference for the following purposes:

- To explore the prospects of settlement;
- To enter into a written statement of all uncontested facts; and
- To examine all exhibits which any of them expect to offer (except rebuttal exhibits), agree on the authenticity and admissibility of such exhibits so far as possible, and note in writing the grounds for objections to any not so agreed upon.

(B) All parties to the action shall attend the settlement conference, unless specifically excused by the settlement conference judge.

1. If a party is an entity other than an individual, a representative shall be present who has authority to make decisions respecting that party's claim and settlement.
2. Attorneys shall be prepared to disclose the settlement offer and demand and the extent of their authority.
3. Where that authority is limited, the person having the authority to authorize payment in the amount necessary to complete settlement shall be present.

(C) In FAMILY LAW MATTERS, all attorneys and parties shall be prepared to certify the following to the settlement conference judge:

1. Initial Disclosures have been exchanged;
2. Financial Affidavits required by Iowa Code §598.13 have been filed;
3. Sufficient discovery has been completed to allow all parties to meaningfully participate in the settlement conference.

## GUIDELINE 8.1 Decorum during Interactive Video Court Hearings (IVCH)

All persons appearing as a party, witness or observer during interactive video court hearings shall comply with the following rules:

- a. Appear by video if you wish to testify.
- b. Be on time.
- c. Be properly attired as if for an in court proceeding.
- d. Mute upon entering the meeting and remain muted until instructed otherwise by the Judge or by judicial staff. Remain muted when not speaking.
- e. Unless appearing by telephone, have access to high-speed internet capable of supporting live video and audio presentations.
- f. Be in a quiet environment, free of extraneous noise.
- g. Frame the camera so that your entire face and head can be clearly seen.
- h. Practice using the technology in advance of hearing. Be sure your technology works.
- i. Do not move about during the proceeding. Remain seated or standing in one place.
- j. Not allow anyone else to be in the room with you or off camera. No one may assist you with testimony.
- k. Remember this is a Court proceeding and all IVCH participants are considered to be in a Courtroom for all purpose. All conduct, language, appearance, attendance and participation should be the same conduct you would follow if physically present at a Courthouse. The Rules of Court, including contempt, apply to all IVCH matters.
- l. Shall not use any electronic device to record the proceedings or to photograph any of the participants or rebroadcast the proceedings either simultaneously or at a later date without the express written permission of the judge.
- m. No person shall eat, drink, smoke, chew tobacco, vape or otherwise conduct themselves in such a manner as to cause a distraction.