

PROCEDURES

SETTING A CASE FOR TRIAL:

Motions to Set for Trial are heard during ex parte. The Judge sets all trials, both jury and nonjury.

- 1) File a Motion to Set Case for Trial.
 - 2) Coordinate with opposing counsel which ex parte date works for all parties.
 - 3) Serve the Notice of Hearing on all parties.
 - 4) Out-of-area attorneys may appear by phone by requesting to do so. Local counsel must have a direct dial telephone number for the out-of-area party. If both parties are out-of-area, please contact the judicial assistant for a special set hearing.
 - 5) Complete the Trial Memorandum form which is available in the Judge's office or on this website. Please make sure if you are completing the form by hand that you do so LEGIBLY.
 - 6) The judicial assistant will prepare the Pre-Trial Order.
 - 7) Please provide **email addresses for all parties**. In the event one of the parties does not have an email address, please provide self-addressed, stamped envelopes, including a blank one for the mediator. **The Court does not provide envelopes or postage**. If email addresses/envelopes are not provided, an original order will be sent to the Clerk's office for docketing and the parties may obtain their copies from the Clerk. When a case **SETTLES** prior to the pre-trial or trial date, immediately contact the Judge's office by telephone to remove the pre-trial and trial from the calendar. File a Notice of Voluntary Dismissal with the Clerk's Office to close the case.
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SETTING HEARINGS:

Hearings may be set by contacting the judicial assistant **by phone**. Please **have opposing counsel on the line when you call** and be prepared to provide the case number, the name of the motion to be heard (**MUST** be filed and show on the Clerk's docket prior to calling to set for hearing), how much time is required for the hearing, and the names and phone numbers of the attorneys.

CANCELLATION of a Hearing: If a hearing is canceled, notify the Judge's office immediately in order to make this time available for other litigants. Please provide the case number, date and time of the hearing being canceled, and the name of the attorney who is canceling the hearing. File a Notice of Cancellation of Hearing with the Clerk's Office.

EMERGENCY MOTIONS: Before a matter can be set for a hearing on an emergency basis, provide a copy of the filed motion to the Judge's office. The Judge will review the motion and give instructions as to how to proceed.

COURTESY COPIES: Courtesy copies of motions and memoranda should be delivered to the Judge's office at least two days before a scheduled hearing on the matter. Counsel shall only send memoranda to the Judge that have also been served on opposing counsel. For voluminous pleadings, please provide courtesy copies to the Court as soon as possible.

RETURN OF ORDERS: An attorney who is assigned the responsibility of preparing and returning an order should provide an original for the Judge's signature and sufficient copies for conforming for all parties listed on the distribution list, along with stamped, self-addressed envelopes for mailing to all parties. After the Judge signs the order, copies will be conformed and mailed to all parties if copies and envelopes are provided. An acceptable alternative is to e-mail the order in either word or word perfect format. **Please note this option is only viable if there are e-mail addresses for all parties. The e-mail addresses for the parties must be listed in the cc portion of the Order.**

UNAVAILABILITY: Due to budgetary constraints, substitute judicial assistants are not available to cover this division during illness or vacation. When the judicial assistant for Division CV-H is not present, leave a telephone message, and you will be contacted as soon as possible following the JA's return to the office.