

1/8/2018

JUDGE WADDELL A. WALLACE III

CIRCUIT CIVIL DIVISION **CV-A**

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FC-A (FORECLOSURE) PROCEDURES

1. Please use the Request for Hearing form and email your request. A Word Version of the form can be downloaded from the website, if you do not already have it.
2. The Judicial Assistant will respond with dates and confirm any agreed upon date via email. Please include all parties in the email. The parties will coordinate amongst themselves and only include the judicial assistant in the final email confirming an agreed upon date.
3. The parties are responsible for noticing any hearing. All hearings will be held in **COURTROOM 609** unless otherwise indicated.
4. TELEPHONIC APPEARANCES ARE NOT ALLOWED in the foreclosure court room. You must appear or have local counsel appear.
5. Motions/Consents that do not require a hearing can be sent to the JA via email along with the proposed order regarding same. Order must be in Word or WP format. The JA will e-file the Order once the Judge signs it. You will receive your signed copy through e-portal. It is the Plaintiff's responsibility to serve copies to all parties that are not on the e-filing portal.