

**SECTION 7 | SETTING CASES FOR TRIAL: (CURRENTLY UNDER TEMPORARY COVID-19 PROCEDURES)**

1. E-file a Motion to Set Trial - for either jury or non-jury trial.
2. Get Ex Parte dates listed online - the time is always 9:30 - 10:00; WITH EXCEPTION TO TELEPHONIC APPEARANCES - please schedule and call at 9:50 a.m.
3. Coordinate date that is best for all parties.
4. File a Notice of Ex Parte Hearing for the chosen date (Ex parte hearings are not placed on the Court's calendar - counsel just come at the agreed date).
5. Out of town attorneys may attend a Motion to Set Trial ex parte hearing telephonically. Please schedule telephonic ex parte hearings for 9:50 a.m. If there is more than 1 attorney appearing telephonically, all attorneys must be conferenced before calling the Court at 904-255-1252. Provide the JA with a copy of the notice for telephonic ex parte hearings at least five days prior to the hearing.
6. Moving/Requesting party must complete a Trial Set Memorandum Form (form is located on the website or in the Hearing Room). Be sure the Trial Set Memorandum includes all phone numbers and email addresses and is either typed or legible. If the moving party is appearing telephonically the Trial Set Memorandum must be sent through USPS mail to the Judicial Assistant at least seven days prior to the ex parte hearing.
7. Judicial Assistant will prepare Order Setting Trial and Pre-Trial Conference.

\*\* When a case settles please contact the Judicial Assistant **ASAP** to have the case removed from the trial docket/calendar.