

SECTION 1 | SETTING HEARINGS

Hearings may be set by contacting the Judicial Assistant. You may either schedule hearings via telephone or e-mail. If by telephone, please have all interested parties on the phone **before** you call the Judge's office; if by e-mail, please include all interested parties in the e-mail when requesting dates and include the amount of time you are requesting for your hearing. The JA will not be able to resolve disputes regarding when a matter should be placed on the calendar. **PLEASE DO NOT ASSUME THE HEARING IS AUTOMATICALLY SCHEDULED UNTIL YOU RECEIVE CONFIRMATION FROM THE JA.**

