

SECTION 3 | SETTING MATTERS FOR TRIAL (JURY AND NON-JURY)

When the case is at issue, any party may file a Motion to Set Matter for Trial. The parties shall coordinate the best Ex-Parte date and file a Notice of Hearing. Neither the Motion to Set nor the Notice of Hearing need to be provided to the Court. At the Ex-Parte hearing, the parties shall provide a completed Trial Set Memorandum (available on the Court's web page or in Hearing Room 745) along with (i) the proposed mediator and (ii) the proposed trial week(s). The movant shall also provide the Court with pre-stamped, addressed envelopes for any party not receiving electronic filings.

In either event, the Court will then prepare and e-file the Trial Order.

If the case settles, the parties shall immediately notify the Court so that it may be removed from the trial calendar.

COVID-19 UPDATE: Setting matters for trial will be handled by email. Once a Motion to Set has been e-filed and docketed, please email a completed Trial Set Memorandum to the Judicial Assistant that includes your choice of trial week and mediator.

