

LOCAL RULE 06 | SPECIAL SET HEARINGS 30 MINUTES OR LESS

1. **Release of Special Set Dates:** We do not post Special Set dates for the entire year.
 - a. **At the end of each month**, new dates for the next round of Special Set dates will be released. (Ex: At the end of April, JUNE dates will be released. At the end of MAY, JULY dates will be released).
 - b. Please do not call the JA asking when the dates will be released. Please check back on the CMS website periodically at the end of each month to check the Court's availability.
2. It is **mandatory** that all parties confer regarding availability of each attorney. Users may log on at the same time to see the court's schedule of available times when selecting the date and time for a hearing.
 - a. Any party utilizing self scheduling shall consult with and **certify** they consulted with the other party in obtaining the hearing time in the notice of hearing.
3. Telephonic appearances **are not permitted** for Special Set hearings. If you have a question regarding this matter, please call the JA, or submit your concerns in writing.
4. You **must** obtain Court approval if you wish to **cancel** your hearing *less than 2 weeks* prior to the hearing, unless the parties have an agreed order resolving the matter, or the issue is moot.
 - a. Please contact our office when canceling a hearing. We are not on the e-service list, and will not get a notification unless you call, or email us.
 - b. If you reset a Special Set hearing, please re-submit all courtesy copies under that new hearing date using CMS.
5. A courtesy copy of the Motion and Notice **must** be provided to the Court at **least 10 working days** prior to the hearing via uploading via CMS, or hard copies **only** if you are unable to do so.
6. **Add-ons:** No double booking or add-on of any hearing is permitted at any time. Sanctions may be imposed for noncompliance. Counsel, in good faith, shall secure the hearing time necessary to give all parties adequate time to argue the merits of the motion.
 - a. If there is a motion you wish to add-on, please contact the JA to get court approval FIRST!

