

LOCAL RULE 18 | CASES READY FOR TRIAL

1. In accordance with **Administrative Order #2010-33 Civ.**, ALL trials **must** be scheduled using the on-line scheduling.
2. The parties set their own cases for trial.
 - a. Please do not set down a notice to set trial on UMC
3. **How to set your case for trial (i.e. Generate a Uniform Trial Order) :**
 - a. You must first select a Calendar Call date using the online scheduling system. (Please see our available Calendar Call dates above)
 - b. Once you have selected a date, fill out all the information (i.e. jury or non-jury, and how many days the length of the trial will be, etc..)
 - c. Once saved, a Uniform Trial Order will automatically be generated and sent to the Judge via e-courtesy to sign.
 - d. Once signed by the Judge, all parties on the service list will receive a copy.
 - e. If you are still having issues, please see the **HELP** tab on CMS.
4. Counsel **MUST** certify they have consulted with all counsel of record or parties regarding an agreed trial docket setting.
5. No unilateral settings of trial are permitted.

