

LOCAL RULE 16 | CANCELLATION OF ANY HEARING

Should any scheduled hearing become unnecessary the scheduling party shall immediately cancel said hearing using the CMS system, notify all parties, and file the appropriate notice of cancellation. Special set scheduling is for the benefit of the users. Once you have secured hearing time, please do not contact the judicial assistant to confirm any hearing. If a hearing is cancelled by the Court, the On-Line Scheduling system will generate an e-mail notice to the setting party and the setting party shall notify all parties of the cancellation and reset the matter. Please email JA when cancelling a special set hearing so the Judge is advised that the hearing had been cancelled and he is not waiting for parties to attend said hearing.

Further, all special set hearings greater than 30 minutes must be coordinated with the Judicial Assistant. Please send an email (listed above) with the case # and name, reason, and amount of time needed. Your office will be emailed or called to coordinate a date.

All counsel must consult to clear dates to make sure that you do not try to squeeze a hearing into a time slot that does not provide adequate time to resolve the motion! No "add-on's" will be permitted without approval of the court. If the matter settles, or you need to obtain a new date, you must notify the judge's office within 24 hours of the hearing.

Hearings that have been posted to the Special Set Docket may only be cancelled by parties if an agreement on the merits has been reached and the parties have entered into a written stipulation, or with court approval (Local Rule 10A).

The courts are overburdened with an increased caseload. If you do not cancel specially set hearings, it causes a waste of judicial resources, as other litigants would likely be unable to utilize the time set aside.

All parties must confer prior to scheduling the hearing and in good faith attempt to reach a resolution of the issues.

