

**LOCAL RULE 05 | NOTICE FOR TRIAL**

A. Once a date has been coordinated with opposing counsel, the Trial Order needs to be processed using the online scheduling system (CMS). Schedule your case for the agreed upon Calendar Call date and the system will generate the Trial Order and forward to the Judge for signature. Please note that your Trial Order will not appear on your screen. Once the Judge has signed the order, it will be emailed to all the parties on the service list. Sua Sponte or at CMC the Court may set trial and Calendar Call.

**2023 NON-JURY AND JURY TRIAL DOCKET SCHEDULE****Calendar Call @ 10:30 A.M**

| <b><u>CALENDAR CALL</u></b> | <b><u>TRIAL WEEK DOCKET</u></b> |
|-----------------------------|---------------------------------|
| JAN 3, 2023                 | JAN 9 - JAN 31, 2023            |
| FEB 6, 2023                 | FEB 13 - MAR 3, 2023            |
| MAR 6, 2023                 | MAR 13 - MAR 31, 2023           |
| APR 10, 2023                | APRIL 17- APR 28, 2023          |
| MAY 1, 2023                 | MAY 8- MAY 27, 2023             |
| JUNE 5, 2023                | JUNE 12- 30, 2023               |
| JULY 10, 2023               | JULY 17-AUG 4, 2023             |
| AUGUST 7, 2023              | AUG 14-SEPT 1, 2023             |
| SEPTEMBER 11, 2023          | SEPT 18-SEPT 29, 2023           |
| OCTOBER 9, 2023             | OCT 16- NOV 3, 2023             |
| NOVEMBER 6, 2023            | NOV 13-NOV 30, 2023             |

B. If there is no Calendar Call date available or you want your case set sooner, schedule a hearing on a Motion Calendar for a Motion to Set Trial.

C. If the case is rolled over or reset, the Judicial Assistant will reschedule the Calendar Call/Trial Date online and the Attorneys will receive the new Trial Order resetting the trial date via e-mail. The deadlines in the original trial order will apply, unless the Judge orders otherwise.



D. If the case is taken off the docket, the attorneys are responsible for issuing a new trial order when the case is at issue and ready.

E. When a case is set for trial during a hearing, the Court Order does not put the case on the ordered Calendar Call date. After the Court approves the date in an order, Counsel is required to go to CMS Online and schedule the Calendar Call to generate the Trial Order.

F. Longer or complicated trials:

1. For trials longer than 4 trial days or particularly complicated or if you have out-of-town parties or witnesses, file a motion asking for a Case Management Conference.

G. Trial Order Errors:

1. If a Non-Jury trial is selected and it is a Jury Trial (or vice versa), alert the Court at Calendar Call. CMS will not allow editing.

H. No motions of any kind will be heard at the time of Calendar Call.

I. Attendance at Calendar Call by the persons trying the case is mandatory and subject to sanctions for non-appearance.

J. Stay in contact with the other scheduled trial attorneys ahead of you for trial.

K. The Court will give the case a priority number and give preference to the week(s) you prefer but unless otherwise excused by court order, you must be available the entire trial period.

L. TRIAL POOL AND TRIAL DOCKETS:

1. If your case is not selected as the first case for trial at the Calendar Call, it is very likely that your case will go into the trial pool to possibly be heard by another Judge. Expect your case to roll into subsequent dockets as needed for trial.

2. ORDER- Establishing the Civil Trial Pool is A.O. 2017-34-Civ. Attorneys and litigants who are on a trial docket, unless excused or continued, shall be prepared to commence trial with a two (2) hour notice from the assigned circuit civil trial pool judge.

