

LOCAL RULE 12 | IF YOU REPRESENT YOURSELF

A. You must submit all requests to the Court in writing and simultaneously provide a copy to the attorney representing the other side. The Court will decide whether to set a hearing and the Court date and time.

B. The Judicial Assistant is not a lawyer and handles scheduling only, therefore, do not call and ask for advice on what to file or how to prepare anything.

C. The Clerk's office on the 4th floor may be able to help you on certain matters and can help you with their forms.

