

LOCAL RULE 33 | ANOTHER WAY TO SCHEDULE SPECIAL SET HEARINGS OF 2 HOURS OR MORE IS AS FOLLOWS

When the court does not have hearing time. The only thing we can do is schedule a hearing at 11:00 am, after a calendar call to try to schedule the hearing. **The motion is NOT going to be heard, it is just TO TRY TO SCHEDULE IT.**

That day at the calendar call, the court will know what trials there are and how many days it will last. Then the court could find time for your motion.

Please follow these procedures.

Calendar Calls online that appear as full would apply as full only for the trials, if you are looking to schedule a special set hearing you can select any Calendar Call date (scroll to the bottom to view calendar call dates) and then follow the procedure.

- 1) Choose a Calendar Call date that is agreed upon by both parties.
- 2) Send an email to Div25 indicating the time period that will be needed for your hearing, the name of the motion, and the calendar call agreed upon by all parties.
- 3) The JA will schedule your hearing on a separate docket at 11:00 am after the calendar call docket.
- 4) At the Calendar Call the Judge will try to set the hearing during the 3week trial docket.
- 5) Both sides need to be present at the Calendar Call and must bring their schedule for that trial period with them.
- 6) If you need to cancel the hearing, reset it or it's no longer needed, please email the division to remove it from the docket.

DO NOT send hard copies of Motions or Materials for Special Set Hearing, unless specifically requested by the Court. ALL paperwork needs to be uploaded electronically through CMS "Supporting Documents". REMEMBER to upload it at least 3 days before the hearing.

