

SECTION 1 | SETTING CASES FOR TRIAL AND EX PARTE PROCEDURES

Setting cases for trial will be done through e-mail. The trial set memoranda, along with available trial dates, are posted on the judges' webpage at jud4.org/ex-parte-procedures-and-dates. The parties shall complete all information in the form, including the desired mediator and trial date, and submit it as an e-mail attachment to the judge's judicial assistant along with the Motion to Set Trial. Any disagreements on mediators or trial dates shall be included in the email along with each party's recommendation.

For any ex parte matters that need to be heard, counsel should forward the motion, supporting documentation and proposed order (in Word format) to the Judicial Assistant via the e-portal. The Court will review and act upon the paper record if appropriate. If a hearing is required, you will be notified of the need to set the matter for hearing and dates will be provided. Any items set during posted ex parte dates will need to be placed on the calendar and a confirmation email will be provided confirming the matter is set during ex parte.

