

SECTION 2 | SETTING HEARINGS FOR PENDING MOTIONS

Before a hearing can be set the motion should be filed and appear on the Clerk's docket. Counsel should request hearing dates by email. Email the Judicial Assistant (nponder@coj.net) including all parties with the name of the motion, the amount of time needed for the hearing to receive dates/times. The parties will then coordinate amongst themselves, and if necessary, request more dates/times as needed. Once an agreed date/time for all parties is selected, email the JA with all parties copied. PLEASE DO NOT INCLUDE THE JA IN THE COORDINATING EMAILS. Once the hearing is calendared, the JA will respond to all parties confirming the hearing is set. Counsel should prepare and file the Notice of Hearing which should contain the docket line number of the motion being heard.

Information needed by the Judicial Assistant to schedule the hearing: Case number in subject line of the email and brief case style. Include in the email Plaintiff or Defendant's motion to be heard, the docket line #, and the amount of time needed for hearing to be conducted.

PLEASE NOTE: HEARING DATES PROVIDED ARE NOT HELD AND MAY BE GIVEN TO OTHERS; HEARING DATES ARE NOT SECURED UNTIL CONFIRMATION IS SENT FROM THIS OFFICE.

