

SECTION 8 | CANCELLATION OF HEARING AND/OR TRIAL

When cancelling a hearing, please send an email notifying the Judicial Assistant of the canceled hearing and call the office and leave a brief voice message. The Judicial Assistant will confirm the cancellation. However, do NOT assume the hearing is automatically removed. If you do not receive a phone call or email confirming the cancellation, then please try contacting the Judicial Assistant again. For the record, a Notice of Cancellation shall be e-filed with the Clerk if the hearing is not going to be rescheduled right away. Please forward a copy of the Notice of Cancellation with your email notification. If it is rescheduled hearing, then an Amended Notice of Hearing shall be e-filed.

** When a case settles, please contact the Judicial Assistant **ASAP** to have the case removed from the trial docket/calendar.

