

SECTION 9 | VOICE MESSAGES AND EMAILS

Emailing tips: The subject line should contain the case number along with a brief case style. Placing “proposed order”, or “hearing request”, or “cancelling *date of hearing*” in the subject line which helps Judicial Assistants process emails in a timely and efficient manner. (EX: Hearing request/ proposed order/ cancelling/confirming hearing * Joe Smith v. Universal; Case 2024-CA-9876)

If you get the voice message, please speak clearly and leave a brief message with your name, telephone number, and case number. The call will be returned as time permits. DUE TO THE HIGH VOLUME OF CALLS AND EMAILS PLEASE ALLOW at least 3 BUSINESS DAYS BEFORE A FOLLOW-UP REQUEST. Please do not send an email then immediately leave a voice message stating you sent an email or asking if the email was received. Kindly allow at least 3 business days for a return on either an email or voice message before a follow-up request unless it is a truly emergent matter.

