

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 may request a hearing be set by email or by phone. The party requesting the hearing must contact the Judicial Assistant with the other party/parties on the line via telephone (up to 3 parties). If there are numerous attorneys (4 or more) in the case, then one must email the Judicial Assistant (nponder@coj.net) to receive dates/times. The parties will then coordinate amongst themselves. If necessary, request more dates/times as needed. Once a convenient date/time for all parties is confirmed, you will need to send an email to 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. Counsel may 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: The subject line of the email should always include the case number along with a brief case style name. The email should state 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.

