

SECTION 10 | VOICE MESSAGES AND EMAILS:

Emailing tips: The subject line should always 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 more timely fashion.

If you get the voice message, please leave a brief message with your name, telephone number, case number and brief message. Please speak clearly and the call will be returned as time permits. DUE TO THE HIGH VOLUME OF CALLS AND EMAILS PLEASE ALLOW at least 2-3 BUSINESS DAYS BEFORE A FOLLOW-UP REQUEST. Please do not send an email then leave a voice message, on the same day, stating you sent an email or asking if the email was received. Kindly allow at least 2-3 business days for a return on either an email or voice message before a follow-up request unless it is a truly emergent matter.

