

SECTION 2 | SETTING MATTERS FOR TRIAL (JURY AND NON-JURY)**A. Jury Trials**

When a case is at issue, any party may file a motion to set the case for trial. Setting cases for trial will be done only through e-mail. The movant shall e-mail the Motion to Set and a fully completed Division CV-B Trial Set Memorandum to the Court. The Trial Set Memorandum form can be found on the Court's website, along with available trial dates, at <https://www.jud4.org/Ex-Parte-Dates-Judge-s-Procedures.aspx>. The parties shall complete all information in the form, including the desired mediator and trial date, and submit it as an e-mail attachment to the judge's judicial assistant along with the Motion to Set Trial. Any disagreements on mediators or trial dates shall be included in the email along with each party's recommendation. The Court will then prepare and e-file the Trial Order.

B. Non-jury Trials

When a case is at issue, any party may file a motion to set the case for trial. Setting cases for trial will be done only through e-mail. The movant shall e-mail the Motion to Set and a fully completed Division CV-B Trial Set Memorandum to the Court. The Trial Set Memorandum form can be found on the Court's website at <https://www.jud4.org/Ex-Parte-Dates-Judge-s-Procedures.aspx>. The parties shall complete all information in the form, including the desired mediator, and submit it as an e-mail attachment to the judge's judicial assistant along with the Motion to Set for Trial. Any disagreements on mediators or proposed trial dates shall be included in the email along with each party's recommendation. The Court will then prepare and e-file the Trial Order.

Non-jury trials are set date-certain on the Court's regular hearing calendar, not during a jury trial week. The trial set memorandum should advise the Court of a requested time frame for trial (e.g., 12 months from the date of the trial set memorandum) and the number of days needed for trial.



If the case settles after it is set for trial, the parties shall immediately notify the court so that the trial and all pending hearings may be removed from the court's calendar.

