

SECTION 2 | SETTING MATTERS FOR TRIAL (JURY AND NON-JURY)

When a case is at issue, any party may file a Motion to Set Matter for Trial. The parties may obtain a trial date without the requirement to appear during Ex-Parte hours by jointly completing the Trial Set Memorandum and providing it by e-mail to fsalomon@coj.net along with (i) the proposed mediator and (ii) the proposed trial week(s). The Court's available trial weeks are on the Court's web page.

Alternatively, the parties can also coordinate the best Ex-Parte date and file a Notice of Hearing. Neither the Motion to Set nor the Notice of Hearing need be provided to the Court. At the Ex-Parte hearing, the parties shall provide a completed Trial Set Memorandum (available on the Court's web page or in Hearing Room 701) along with (i) the proposed mediator and (ii) the proposed trial week(s). The movant shall also provide the Court with pre-stamped, addressed envelopes for any party not receiving electronic filings. The parties are expected to bring their calendars to hearings on motions to set matters for trial and shall anticipate that a mediator will be chosen at such hearing.

In either event, the Court will then prepare and e-file the Trial Order.

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.

