

SECTION 0 | SETTING CASES FOR TRIAL

1. E-file a Motion to Set Case for Trial (jury or non-jury trial).
2. After the Motion to Set Case for Trial appears on the Clerk's docket, email the Motion and a completed Trial Set Memorandum for Division CV-C to lblackman@coj.net, and copy all other attorneys or pro se parties.
3. The Trial Set Memorandum can be found on the Court's website. As noted on the form, please include telephone numbers and email addresses for counsel and e-filing addresses, as well as the name and e-filing address of the mediator chosen by the parties. All sections of the Trial Set Memorandum must be completed. **Please type or print clearly.**
4. The Judicial Assistant will provide via email available trial dates and will prepare the trial Order once all required information is received.
5. When a case settles, please contact the Judicial Assistant **ASAP** to have the case removed from the trial docket.

