

SECTION 1 | SETTING HEARINGS

Hearings may be set by contacting the Judicial Assistant. **Please schedule hearings via e-mail.** Please include **all (including pro se)** interested parties in the e-mail when requesting dates and include the amount of time you are requesting for your hearing. The JA will not be able to resolve disputes regarding when a matter should be placed on the calendar. **PLEASE DO NOT ASSUME THE HEARING IS AUTOMATICALLY SCHEDULED UNTIL YOU RECEIVE CONFIRMATION FROM THE JA.** **If materials for the hearing are collectively over 20 pages, please have a binder delivered to the courthouse no later than two (2) weeks prior to the hearing.**

