

SECTION 2 | SETTING A CASE FOR TRIAL

(1) File a Motion to Set Case for Trial (whether jury or non-jury) when case is at issue.

(2) Complete a Trial Set Memorandum.

(3) Choose and agree on a Trial date.

(4) Email the Motion to Set, Trial Set Memo, and agreed upon Trial date to JA.

1. Moving/Requesting party must:

a. Complete Trial Set Memorandum form located in hearing room and on the Court's Website. Stamped, addressed envelopes are only needed if there are pro se parties involved.

2. Should a telephonic appearance be requested by an out-of-town attorney, the JA must be notified in advance of the hearing. Additionally, the attorney appearing by telephone is required to provide a courtesy copy of the Notice of Hearing to the JA so the JA can be aware of the incoming call. **Only one line may be transferred into the Hearing Room, so multiple attorneys appearing by phone must arrange one conference call to include all others participating.**

