

SECTION 4 | EMERGENCY MOTIONS

The original motion should be properly filed with the Clerk. The Court requires a copy for review to be delivered to the office either by hand delivery, or email. However, any large documents (more than 30 pages, including attachments) must NOT be emailed. Each request will be reviewed by the Court to determine whether it is deemed an emergency. The JA will contact the attorney(s) if it is necessary to set a hearing.

A. **Cancellation of Hearings**: Only the party setting a hearing may cancel it. You may email the Judicial Assistant and copy opposing counsel notifying the Judicial Assistant of the cancellation.

B. DO NOT assume the hearing is automatically removed from the Court's calendar. If you do not receive a telephone call or email confirming the cancellation, please try contacting the Judicial Assistant again. **A Notice of Cancellation that has been e-filed with the Clerk is not sufficient notice of a cancellation. Cancellation of a hearing MUST be confirmed with and by the J.A.**

