

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

A. When the case is at issue, a party may file a Motion to Set Case for Trial.

B. The movant may obtain ex parte dates from the Court's website and coordinate with opposing counsel which date is best for all parties. **Ex parte hearings do not need to be coordinated or scheduled with the Court.**

C. The movant then must file a Notice of Ex Parte Hearing for the agreed-upon date. Courtesy copies of the uncontested Motion and Notice of Hearing **do not** need to be provided to the Court.

D. At the ex parte hearing, the movant must present to the Court a **fully completed Division CV-E Trial Set Memorandum form**. The form can be found on the Court's website and in Chambers. As noted on the form, **please include telephone numbers and email addresses for counsel AND for e-filing.**

E. The Movant shall be responsible for providing **addressed, stamped envelopes for parties not receiving pleadings and orders via the e-Portal**. Further, the Movant shall provide a **blank, stamped envelope for the appointed mediator** (if the mediator is not using e-Portal). Envelopes are not necessary for all individuals or entities using e-Portal.

F. The Court will prepare the Order Setting Case for Trial.

G. The parties must comply with the "Trial Conduct and Courtroom Decorum Policy" that can be found on the Court's website.

H. If a case settles, the parties must **immediately** contact the Court to have the case removed from the calendar/trial docket.

