

SECTION 6 | SCHEDULING A HEARING FOR PENDING MOTIONS/CMC/SC

- To put a pending motion and/or issue on the Judge's calendar the Attorney's office requesting the hearing must email the Judicial Assistant copying all other Attorney's office(s) (assistants).
- Please include the case style, case number, length of time requested and docket line number of pleading. Hearings will only be set if the corresponding motion is on the docket.
- Hearing dates provided are NOT held and may be given to others. Hearing dates are NOT secured until confirmation is sent from the judicial assistant.
- Additional motions may NOT be added and will not be heard to previously scheduled hearings without court approval.
- Proposed orders for hearings should be submitted via email to the Judicial Assistant. For cases where any of the parties are not utilizing E-filing Portal, proposed orders must be submitted via U.S. mail with the appropriate number of copies and envelopes.

