

SECTION 1 | MOTION TO SET CASE FOR TRIAL

1. To set a trial, a Motion to Set for Trial should be filed for jury and non-jury trials.
2. Hearings on Motions to Set for Trial may occur during ex parte hearings. However, unless all attorneys can appear personally, such hearings will be during a hearing coordinated with the JA.
3. Unless the Motion to Set for Trial is heard during an ex parte hearing, the attorney should file a Notice of Hearing for the date coordinated with the JA.
4. Attorneys are **not** permitted to appear telephonically during ex parte.
5. The party setting a hearing on a Motion to Set for Trial (on a date coordinated with the JA or during ex parte hearing time) **must:**
 - a. Fill out Motion to Set Form;
 - b. Attach a copy of the Motion to Set Trial and Notice of Hearing to the Motion to Set form;
 - c. Provide Stamped Addressed Envelopes for any party that is not represented by counsel.

The parties are expected to bring their calendars to hearings on Motions to Set and shall anticipate that a mediator will be chosen at such hearing.

IF A CASE SETTLES AFTER IT IS SET FOR TRIAL, PLEASE CONTACT THE JUDICIAL ASSISTANT AS SOON AS POSSIBLE SO THAT THE CASE AND ALL PENDING HEARINGS CAN BE REMOVED FROM THE DOCKET/CALENDAR.

