

SECTION 2 | SCHEDULING A HEARING

Please file your motion with the Clerk and send opposing counsel a copy of your motion prior to setting a hearing on such motion. All hearings should be scheduled by contacting the JA. You may send an e-mail requesting the hearing to Ttukes@coj.net. A copy should be provided to opposing counsel. The JA will then send you dates that the judge is available for hearing. After a hearing is coordinated with opposing counsel, please e-mail the JA with the date selected. If that date is still available, the JA will place it on the calendar and then confirm with the lawyer that the date is on the calendar. (If you need a hearing sooner than the date provided by the JA, you may contact the judge or appear at our ex-parte hearings to schedule a time.) **PLEASE DO NOT SERVE A NOTICE OF HEARING BEFORE GETTING CONFIRMATION FROM THE JA THAT THE MATTER HAS BEEN PLACED ON THE CALENDAR.**

