

SECTION 1 | EX-PARTE - SCHEDULING CASES FOR TRIAL

Following consultation with opposing counsel, the moving party shall submit a copy of the motion to set case for trial and completed trial set memorandum by email to judicial assistant, Lisa Carpenter at LRCarpenter@coj.net. The trial set memorandum may be found on the Court's website. All cases shall be referred to mediation (exceptions by leave of Court only). Please include the requested trial period and mediator's full name and email address on the memorandum. Envelopes must be provided for any pro se litigant(s) by the moving party, unless an email address is provided for service.

