

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

When the case is at issue, any party may file a Motion to Set Matter for Trial. The parties may obtain a trial date without the requirement to appear during Ex-Parte hours by jointly completing the Trial Set Memorandum (found under CV-H at <https://www.jud4.org/Ex-Parte-Dates-Judge-s-Procedures.aspx>) and providing it by e-mail to HanrahanT@coj.net along with

- (i) the proposed mediator and
- (ii) the proposed trial week(s).

Alternatively, the parties can also coordinate the best Ex-Parte date and file a Notice of Hearing. Neither the Motion to Set nor the Notice of Hearing need to be provided to the Court. At the Ex-Parte hearing, the parties shall provide a completed Trial Set Memorandum (available on the Court's web page or in Hearing Room 712) along with

- (i) the proposed mediator and
- (ii) the proposed trial week(s).

The movant shall also provide the Court with pre-stamped, addressed envelopes for any party not receiving electronic filings. (Accordingly, the Ex Parte hearings are suspended until further notice.)

In either event, the Court will then prepare and e-file the Trial Order.

If the case settles, the parties shall immediately notify the Court so that it may be removed from the trial calendar.

