

Scheduling a Hearing with the Judicial Assistant

1. Contact the Judicial Assistant for available hearing dates and times.
2. You must coordinate a mutually agreeable date and time for the hearing with opposing counsel. A hearing may be unilaterally set with our office if you have attempted to coordinate a hearing date and time at least 3 times with opposing counsel. Retain proof of your coordination efforts.
3. The hearing date and time is not confirmed until you have spoken with the JA to set it on the calendar once the date and time has been coordinated. You will be informed of what courtroom the hearing will take place in at the time you confirm the hearing with the JA.
4. If the opposing party is a pro se party you may set the hearing without coordinating as long as the pro se party is given ample time to receive a notice of the hearing prior to the hearing date.