

INTERNET SCHEDULING RULES – DIVISION 02

1. **Please read and become familiar with these rules before scheduling on the Benchmark System.**
2. Benchmark will not allow you to reserve hearing time for a case or motion that has not yet been filed. A case must exist in the Benchmark system prior to scheduling a hearing. File your motion first, and then reserve the hearing time.
3. **Hearings may only be scheduled up to four (4) months in advance**, even if the event blocks appear on the calendar further in the future. If you schedule a hearing more than four months into the future it may be cancelled without notice.
4. Scheduling on the Benchmark system is a three part process. **First**, find a date and time for the hearing that is **all counsel or pro se parties** have agreed upon, making sure that sufficient time is available to allow all parties equal time to be fully heard on the matter. This rule applies to **all** hearings.
5. **Second**, after selecting a mutually convenient date and time, reserve the time on the Benchmark system after entering your case information. Except for expedited hearings, hearing times are shown in 15 minute increments, and you may select more than one 15 minute period. You must coordinate a hearing requiring more than **one hour** of time by sending a request to the judicial assistant at janderson@circuit7.org with copies to all parties. **Failure to reserve sufficient hearing time may result in the cancellation of your hearing without notice.**
6. You will know that you have successfully reserved the hearing time when you receive an on-screen hearing confirmation and see your case listed on the Docket. If you receive an on-screen notice the case has been added to the event queue for approval, this is **not** a confirmation. The request must be reviewed by the judicial assistant before it can be scheduled and confirmed. The time and date have not been reserved until this part of the process is successfully completed.
7. Be sure to include the specific matter being heard and time needed in the **Event Note** field in the Benchmark System (e.g. Motion to Dismiss – 15 minutes, Motion for Summary Judgment – 30 minutes, etc.) **Failure to specify the matter(s) to be heard may result in the cancellation of your hearing without notice.**
8. **Third**, prepare and file a Notice of Hearing and serve it on all parties and the Court. The Notice of Hearing should reference the filing date of any motions to be heard. **Do not issue a Notice of Hearing until you have confirmation that your case is on the court docket.** If a Notice is filed before the case appears on the docket, your hearing time may be cancelled without notice.
9. **Only the Judicial Assistant can cancel a hearing.** Filing a Notice of Cancellation will not cancel your hearing. Send all requests for cancellation by email to the judicial assistant: janderson@circuit7.org with copies to all other parties. **Cancellations must be requested no fewer than 48 hours prior to the hearing. Counsel must appear at any hearing cancelled with fewer than 48 hours notice.**
10. The Court desires to use judicial time efficiently and effectively. The untimely cancellation of a hearing causes inefficiencies in the management of the docket and is frowned upon. Repeatedly cancelling hearings in an untimely manner may result in the loss of Benchmark scheduling privileges.
11. Failure to comply with these instructions may result in cancellation of your hearing by the Court, suspension of Benchmark scheduling privileges, or other sanctions deemed necessary by the Court.