

## **DIVISION 65 PROCEDURES**

### **Setting Hearings**

- You may obtain hearing dates by contacting the Judicial Assistant via email or phone.
- When sending an email to request a hearing date, please copy all parties.
- When calling to request a hearing date, please conference in opposing counsel.
- Motions should be filed and docketed prior to requesting hearing dates.
- Once a hearing date is chosen by the parties and confirmed by the Judicial Assistant, the requesting party shall promptly file a Notice of Hearing. The Notice shall include the date/time of the hearing, the motion(s) to be heard, the amount of time reserved, and the location of the hearing.
- You may not notice additional matters for hearing at the time reserved by another party unless the other party has consented to the addition and the additional matters are confirmed with the Judicial Assistant to ensure that enough hearing time is available.

### **Cancellation of Hearings**

- A hearing may only be cancelled by the scheduling party.
- To cancel a hearing, a Notice of Cancellation must be filed with the Clerk of Court, with a courtesy copy provided to the Judicial Assistant via email prior to the hearing date.
- A hearing or trial set by the Court may only be cancelled by the Court. If you wish to cancel a hearing or trial that was set by the Court, please email the Judicial Assistant with your request and copy opposing counsel on the email.

### **Proposed Orders**

- If there is counsel for all parties, proposed orders should be emailed to the Judicial Assistant, with opposing counsel copied on the email.
- If counsel has a civil case with a pro-se opposing party, the proposed order should be mailed to the Judge's office, along with self-addressed stamped envelopes included for the pro-se party.
- Copies of filed motions and other documents are not required to be mailed in with the proposed orders. Also, multiple copies of the proposed order are not needed.
- Please make sure all submitted proposed orders have a service list indicated, to include email addresses for all counsel and mailing addresses for pro-se parties.

**Agreed Orders** should indicate they are agreed upon and can be sent to the Judicial Assistant via email with opposing counsel copied on the email.

**Motions to Withdraw as Counsel** do not need to be set for hearing if there is a signed consent from the client filed with the Motion. If client consent is not obtained, the matter must be set for a hearing. If opposing counsel does not object to the withdrawal, they do not have to attend the hearing.

**Unsolicited Communications** of any type should not be sent to the Court. All communications must be copied to opposing parties. The Judicial Assistant is not permitted to relay to the Court the contents of any emails, letters or telephone conversations which may be considered improper ex-parte communication.