

## **DIVISION 66 PROCEDURES**

### Setting Hearings

- If you need to schedule a hearing, the request will need to be submitted via email to the Court's Judicial Assistant, Tammy Sites. [tsites@circuit7.org](mailto:tsites@circuit7.org)
- When sending an email to schedule a hearing, please copy all parties.
- Motions must be e-filed and docketed PRIOR to requesting hearing time.
- Once a hearing date/time is chosen by the parties and confirmed by the Judicial Assistant, the requesting party shall promptly file a Notice of Hearing and send a courtesy copy to [division66@circuit7.org](mailto:division66@circuit7.org)
- 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 party who scheduled the hearing.
- To cancel a hearing, a Notice of Cancellation must be e-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

- Proposed orders should be emailed in Word format to [division66@circuit7.org](mailto:division66@circuit7.org), with opposing counsel copied on the email.
- 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

- These should indicate that they are agreed upon and can be emailed in Word format to [division66@circuit7.org](mailto:division66@circuit7.org), with opposing counsel copied on the email.
- It is the responsibility of the parties to make sure the appropriate Stipulation or other supporting documents confirming said agreement are e-filed prior to submitting the Agreed Order.

### Motions to Withdraw as Counsel

- These do not need to be set for a hearing **if there is 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.

### Ex-Parte Communications

- 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 email, letter, or telephone conversation which would be considered improper ex-parte communication with the Court.