

## **General Information for Family Matters in Division 03**

**(Current as of 2/12/2025)**

**The Honorable Robert Pickens, III, Hearing Room is #D302**

### **Emails**

All administrative matters are to be emailed to [Impomar@circuit7.org](mailto:Impomar@circuit7.org)

All proposed Orders are to be emailed to [division03@circuit7.org](mailto:division03@circuit7.org)

- This email is an incoming email only thus the Court does not respond back using this email address.
- Please do not email proposed Orders to both emails. Case Number(s) must be included in the subject line with the parties' names. All opposing parties and/or counsel must be copied in ALL communication with the Court.

### **Proposed Orders for Division 03**

- Any/all orders submitted to the Court must have the other party copied and must state any/all objections to the proposed Order's form or content or a statement that the proposed Order has been reviewed by the opposing party and there is no objection to said proposed Order's form or contents.
  - *Cover Letters to the Court are appreciated*
- The Judge's signature cannot be placed on page by itself. The following format is appreciated.

Signature

Robert Pickens, III

Circuit Judge

*\* The JA does not provide copies, please contact the Clerk of Court's Office*

## Evidence/Exhibits

- Statutory authority and case law shall be delivered to the Trial Clerk, Lisa Sheppard, at least 5 Court days prior to any/all hearings. Only hard copies will be accepted. Do not email the JA or Clerk.
- Exhibits must be labeled alphabetically and given to the opposing party.

## Hearings

- Evidentiary hearings: Parties are required to file a Motion to Appear via Zoom and send a proposed order to [division03@circuit7.org](mailto:division03@circuit7.org). Unless you receive a signed order, your attendance will be required in person.
- Non-evidentiary hearings: Parties may appear via ZOOM using the division's permanent link
  - <https://zoom.us/j/6266590386> Meeting
  - ID: 626 6590 386
- To cancel a scheduled hearing, all parties must agree. Only the Judicial Assistant can remove a hearing off the judge's calendar. The cancelling party must email the request to cancel the hearing to the judicial assistant and include in the email that all parties agree to the cancellation. Upon confirmation from judicial assistant that hearing has been removed off the judge's calendar, the cancelling party must file a cancellation of hearing notice with the clerk of court and send a courtesy copy to the judicial assistant via email. If you fail to confirm with the judicial assistant the hearing has been removed from the judge's calendar and simply file a notice of cancellation the court does not receive notice of the cancellation and the parties will be expected at the scheduled hearing time.
- ONLY THE COURT CAN CANCEL A FINAL HEARING
  - **If a case is set for a Trial/Final Hearing and an agreement has been reached, the parties must notify the court as soon as possible.**
- No hearing times will be given to motions that are not filed with the Clerk.

- If hearing time is not requested within 60 days of a Motion being filed, the Motion may be denied without prejudice.
- **Prior** to requesting hearing time from the JA, the opposing party or counsel must be contacted with good faith to attempt to resolve the dispute.
- If hearing time is necessary, please email the JA ([Impomar@circuit7.org](mailto:Impomar@circuit7.org)) with a copy of the specific motion, the docket number, and the amount of time needed. The opposing side **must** be included in the email.
- Parties are to coordinate hearing times without involving the Court.
- Once the hearing time is agreed upon, email the JA to confirm that it is still available.
- Once confirmed, a Notice of Hearing must be immediately filed with the Clerk of Courts **and sent to the JA**. The JA will not set the hearing on the Judge's calendar without a courtesy copy.
- Notice of Hearings must include an honest and true statement stating:

“The undersigned counsel has conferred with counsel for the opposing party in a good faith effort to resolve by agreement the issues raised in the motion(s) noticed for hearing herein.”