

SCHEDULING HEARINGS

The judicial assistant for the judge assigned to a case will schedule all hearings unless the judge schedules a hearing. A party desiring to schedule a hearing may obtain available dates from the judicial assistant. Attorneys shall request adequate time to hear their motion or petition. When requesting hearing time, the attorney setting the hearing should consider how much time opposing counsel will need. All hearing dates shall be cleared with opposing counsel prior to notices being filed. This fact shall be shown on the face of the notice itself by inserting the following: "The above hearing has been cleared with opposing counsel's calendar on (date)." In the alternative, if counsel's good faith attempt to clear a hearing has been unsuccessful, the following language shall be used: "The above hearing date has not been cleared with opposing counsel's calendar because (factual statement)."