

Procedures

- 1) All hearings must be set via email, information needed
 - a) Case name/number
 - b) Estimate of time
 - c) Copy of Motion
 - d) Copy all attorneys
- 2) Once all parties agree on time/date for hearing, email to reserve a slot. Do not send out a notice of hearing until you have received confirmation from Judicial Assistant.
- 3) Be sure to include the location of the hearing on your Notice of Hearing. All Trials are held in-person in 1A, other hearings could be held in-person upon request of the Court or attorneys, Virtual hearings are held in 1A/3A, links below...

To appear via video, click the link below.

[Click Here to Enter Highlands Virtual Courtroom 3A](#)

Or

Call in by phone and use ID.

[+1 863 225 4022](#) Conference ID: **683 120 842#**

- 4) All documents/packets must be sent to office a week prior of hearing

Cancellation of hearing:

1. Please call/email as soon as you learn that the hearing is to be cancelled. If your case settles, you **MUST** still cancel any hearings that you have set on the Judge's calendar.
2. Only the party who set the hearing may cancel it and **it is that party's responsibility to notify everyone, including unrepresented parties**, of the cancellation.