

EMERGENCY HEARINGS

A party may seek an emergency hearing or expedited hearing involving a **true emergency** (i.e. a situation in which denial of a hearing would cause a party to suffer irreparable harm).

Follow the steps as listed below:

- 1) File the motion requesting the desired relief
- 2) File a **motion to shorten time**
- 3) Prepare a **proposed** Order and Notice which grants the motion to shorten time and sets the motion for hearing. **(Call Chambers for a hearing date to include in Order).**
- 4) File a certificate of service with Court indicating how service was effectuated (hand-delivery, e-mail, fax and/or mail) or include this language in order.