

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. The hearing date (blanks in the form) will be completed by Chief Judge Mullins.
(Chambers staff will contact the party moving for the emergency hearing once the Order and Notice is entered on the docket)
- 4) File a certificate of service with Court indicating how was service was effectuated (hand-delivery, e-mail, fax and/or mail)