

## **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)