

PROCEDURE ON REQUESTING EMERGENCY HEARINGS

- 1) File the Motion requesting the desired relief.
- 2) File a motion to expedite or shorten time for a hearing. State in your motion why shortening time is necessary. (You may also include what hearing date you desire if you choose to).

DO NOT file a Notice of Assignment of Hearing with your Motion. Your request to shorten time must first be approved by the court.

- 3) A courtesy call to the Courtroom Deputy that the Motion(s) is on the docket would be helpful in expediting the process, but not required. The Motion would be processed the following day if a call was not made.
- 4) Once the Court reviews the Motion and determines cause exist to expedite a hearing, the court will prepare and enter an *Order & Notice of Hearing*. (The Order will grant the request to expedite and the Notice will schedule a hearing on the relief you are requesting).
- 5) Once the *Order and Notice* is on the docket, Movant's attorney is responsible for service, paying close attention as to how the Order directs service. A certificate of service must be on the docket prior to the hearing.