

Division 5-Domestic Docket **Policies and Procedures**

CASE MANAGEMENT CONFERENCES:

Domestic case management are held every Monday at 8:30am and are taken up at the bench. Upon arrival, counsel or pro se parties must check in with the Judicial Administrative Assistant and obtain a blank scheduling order.

Represented parties are welcome to attend the case management conferences. However, Division 5 does not require the attendance of represented parties at the case management conferences.

FILING OF PLEADINGS:

Pursuant to Local Rule, ALL pleadings must be filed in Civil Records EXCEPT motions for continuances. Motions for continuances must be filed (faxed, emailed or hand delivered) in the Division with the Judicial Administrative Assistant.

CHAMBERS COPIES:

All parties shall provide the Division with chambers copies of all pleadings filed within two weeks of any hearing or trial. The Division will not accept chambers copies of pleadings filed more than two weeks before any hearing or trial.

PROPOSED ORDERS AND JUDGMENTS:

Division 5 appreciates that each motion be accompanied by a proposed order or judgment. All proposed orders or judgments shall be delivered electronically, using *Word* format, via email to the Judicial Administrative Assistant of Division 5.

HEARINGS ON MOTIONS FOR TEMPORARY ORDERS AND PENDENTE LITE ORDERS:

The Court will make every effort to grant requests for hearings and schedule same in a timely manner. However, given the large volume of domestic cases on the Court's docket, hearings on temporary orders and pendente lite orders may not be set as quickly as the parties may require. In such instances the parties may request an expedited trial setting or utilize the appointment of a special master pursuant to Local Rule 68.0.4.4.