

## **SCHEDULING A HEARING**

Motions **must** be filed with the Clerk of Court before scheduling a hearing.

Due to an increase in Circuit Civil cases, motions should be heard by the General Magistrate with the exception of Jury Trials and any motion filed after the Pretrial Conference. Refer to Magistrate Koch's procedure for scheduling a hearing at:

<https://www.ca.cjis20.org/pdf/Charlotte/MagistrateKochJACSProcedure.pdf>.

To schedule a hearing before Judge Kirshy **after** a motion has been filed in a case:

- View available dates and time on JACS at <https://www.ca.cjis20.org/jacsattCharlotte/AvailableSlotFrame.asp>;
- Coordinate hearing time with the opposing counsel;
- Once you have coordinated with opposing counsel, send an e-mail to the Judicial Assistant, Kim, at [jbadali@ca.cjis20.org](mailto:jbadali@ca.cjis20.org) (e-mail is the preferred method of scheduling) including the following information:
  - ✓ Case Style
  - ✓ Case number
  - ✓ the motion (s) to be heard
  - ✓ the amount of time to be reserved
- File a Notice of Hearing **after** you have received a confirmation e-mail from the Judicial Assistant. The Notice of Hearing **must** include:
  - ✓ the motion(s) to be heard
  - ✓ date the motion(s) were filed in the case
  - ✓ hearing date and time

Please contact the Judicial Assistant, Joanna, at [jbadali@ca.cjis20.org](mailto:jbadali@ca.cjis20.org) if you have any questions