

SCHEDULING A HEARING

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

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

Send an e-mail to the Judicial Assistant, Jen, at Joliva@ca.cjis20.org (email is the preferred method of scheduling) including the following information:

- Case Style
 - Case Number
 - Motion to be heard
 - 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
 - Hearing date and time
 - Hearing location
 - Date the motion(s) were filed in the case

Please contact the Judicial Assistant, Jen, at Joliva@ca.cjis20.org if you have any questions.