

**OFFICE OF COUNTY JUDGE DARRELL R. HILL
ONLINE PROCEDURES**

To obtain hearing availability, please send an email to LSavinsky@ca.cjis20.org:

- Provide the case style and case number in the subject line
- Attach the filed version of the motion or petition, that is to be heard (all motions must be filed prior to scheduling a hearing)
- Specify the amount of time needed
- Please send all proposed orders in word form. Please copy opposing counsel in all emails.

All hearings are special set. These dates and times are provided to everyone and treated as a first come, first serve basis. You will need to coordinate those dates with opposing counsel and then contact my office to confirm availability, **prior** to filing the Notice of Hearing. Our office will also provide you with a Notice of Covid-19 Non-Essential Hearing Procedure for Criminal and Civil cases for Non-Evidentiary and Evidentiary hearings.

Please do not file a Notice of Hearing until you have received a confirmation email from my Judicial Assistant. This process will eliminate the possibility of double booking the Judge's calendar.