

Submitting a Proposed Order(s):

Please use the e-filing portal, and select “proposed orders”.

ALL SUPPORTING DOCUMENTS MUST BE VIEWABLE BY YOU (VERY IMPORTANT):

Before sending proposed orders that will require Judge Paluck’s review, please check the Clerk’s website to make sure that all required supporting documents are viewable online. DO NOT SEND THE PROPOSED ORDER UNTIL THE SUPPORTING DOCUMENT(S) ARE VIEWABLE ON THE CLERK’S SITE.

All hearings are special set. These dates and times are provided to everyone and treated as a first come, first serve basis. **All motions must be viewable on the docket, prior to contacting the Judicial Assistant for hearing time.**

Instructions for Telephonic Hearings 15 minutes or less:

NO motion/order is required. Once the hearing is scheduled, you must contact the Judicial Assistant ASAP to provide a toll free number. The Judge calls from the bench.

Instructions for Telephonic Appearance for Trial:

All attorneys must appear in person. Client Representative may appear by phone. A motion and a proposed Order must be filed. Please include the following language in the proposed order:

“PLAINTIFF SHALL PROVIDE AN INDIVIDUAL DULY AUTHORIZED TO ADMINISTER AN OATH TO SWEAR IN THE WITNESS AT THE WITNESS’S LOCATION. DOCUMENTATION TO SUPPORT THE INDIVIDUAL’S ABILITY TO ADMINISTER AN OATH (EX. NOTARY DOCUMENTAION) SHALL BE FILED IN THE COURT FILE 5 DAYS BEFORE THE TRIAL/HEARING.”