

EX PARTE POLICY eff. 9-1-2010; revised 4-30-2018; 8-08-2018

The following grid will outline a schedule of prioritization for specific case types, litigants and dockets through the week. Parties and counsel are strongly encouraged to appear during their designated time for best case flow management results.

Monday	Tuesday	Wednesday	Thursday	Friday
9:30 – 11:30 Domestic Noncontested Docket	8:30 – 9:30 Family Law Bench Conferences			
	9:30 – 10:30 Attorney Priority			
10:30 – 10:45 Recess				
	10:45 -11:30 10 Minute Hearing Priority	10:45 -11:30 10 Minute Hearing Priority	10:45 -11:30 10 Minute Hearing Priority	10:45 -11:30 10 Minute Hearing Priority
12-1:30 Closed	12-1:30 Closed	12-1:30 Closed	12-1:30 Closed	12-1:30 Closed
1:30 – 2:30 Pro Se Priority				
2:30 – 3:15 Domestic Violence/Anti- harassment Priority				
3:15 – 3:30 Recess				
3:30 – 4:00 Civil Contempt/ Transport				
4:00 Closed	4:00 Closed	4:00 Closed	4:00 Closed	4:00 Closed

Ex Parte Restraining Order Motions from attorneys will not be accepted after 3:00 p.m. except under extraordinary or emergency circumstances.

All discovery motions, including family law cases, shall be set for hearing and heard by the assigned Judge.

All minor settlements and structured settlement transfers shall be assigned to a trial Judge and scheduled for hearing before that court department.

Ex Parte will not sign orders (excluding domestic matters) for cases assigned to a trial Judge absent express permission from that court department.

Ex Parte will not sign continuance orders for revisions or trial dates.

Effective July 20, 2017: No guardianship orders should be signed by Pro Tem Commissioners. Guardianship Commissioners can be found on the weekly Guardianship & Trust Docket or if it is an emergency, you may contact the Guardianship Monitoring Program. Guardianship Commissioners availability is not guaranteed.

Effective August 1, 2013: All hearings to establish a guardianship must be scheduled through the Guardianship Monitoring Program coordinator and must be on the record. The proposed Guardian must be present.

Any contested matter requiring more than 10 minutes total shall request an assignment to an available trial court by the court administrator's office.

All pro se parties wishing to present their final paperwork to the court shall either utilize the default dissolution docket OR have the court facilitator review and approve their paperwork before presentation to the court.

Any attorneys or parties wishing to argue any contested issue in ex parte (other than bench conferences from family law docket call and CR 65 motions) must obtain advance permission from the Ex Parte Judge/Commissioner AND those hearings may not exceed 10 minutes.

Adoptions

Adoptions should only be set in ex parte as a last resort. If they are the result of a juvenile court termination, they should be set on the assigned Court Commissioner's dependency docket, or scheduled through a Judge's JA. Any adoptions set in Ex Parte shall be scheduled through the ex parte clerk using low volume times.