

PLEASE READ THESE INSTRUCTIONS BEFORE PROCEEDING TO CONTACT THE JUDICIAL ASSISTANT.

A hearing may NOT be set until the Motion is docketed by the Clerk & viewable by the JA. Review the hearing times on aiCalendar & coordinate the hearing with opposing counsel per Admin. Order Nos. 2014-19 and 2014-25. The moving party MUST include a statement of whether any other party objects, along with a summary of the reason for the objection, if there is one, within the Motion. Alternatively, there must be an explanation of why the position of the other party cannot be stated.

EX-PARTE / SHORT MATTERS: Ex-parte, uncontested matters, name changes, adoptions, and short matters that are 5 minutes or less. All Ex-Parte/Short Matter hearings will be heard virtually via WEBEX.

Webex info:

NINTHCIRCUIT.WEBEX.COM/MEET/CTJUCM1

Access code: 2346 051 7885

Call in: 1-904-900-2303

EMERGENCY MOTIONS / MOTIONS FOR REHEARING/RECONSIDERATION: All such motions must be filed with the Clerk, emailed to the Judicial Assistant, and reviewed by the Judge before a hearing may be set. Only the Court may set these motions for hearing.

FOR VIRTUAL HEARING REQUESTS: The Court will not entertain virtual evidentiary hearings without good cause shown. To appear virtually, you MUST file and email the Judicial Assistant a Motion & proposed Order Granting for approval by the Court. ALL HEARINGS ARE HELD **IN-PERSON** UNLESS OTHERWISE GRANTED BY COURT ORDER.

To set a hearing, e-mail the information below to the JA at 47Orange@ocnjcc.org Your hearing time is not secured until you receive the JA's confirmation e-mail. Hearing requests over one-hour must be pre-approved by the Court.

Case No:

Petitioner's Name and Counsel:

Respondent's Name and Counsel:

Hearing Date and Time Requested:

Length of Hearing:

Title of Motion and Date Filed:

Date Mandatory Mediation Conducted:

Date Mandatory Meet and Confer Conducted:

DIVISION 47 PROCEDURES: <https://ninthcircuit.org/sites/default/files/2023-02/Div-47-Procedures.pdf>

