

	Uncontested hearing	Non-evidentiary motion hearing	Evidentiary motion hearing	Non-jury trial
To secure time for a/an:	Email the JA a copy of all relevant documents, <i>e.g.</i> , checklists, consent F.J., parenting plan, child support worksheet. The JA will then set the hearing.	File your motion. Email the JA a copy of the motion and a copy of all other relevant documents. The JA will then set the hearing.	Same as for non-evidentiary motion hearing.	File a Motion to Set Trial and a completed “set form.” The JA will then set the hearing on your Motion to Set Trial. At that hearing, the Court will schedule the trial.
To submit proposed exhibits to the Court for a/an:	N/A. <i>See</i> above.	N/A.	All <u>agreed</u> exhibits should be forwarded to the Court as a single composite exhibit for each party, <i>i.e.</i> , Former Husband’s Composite Exhibit 1 and Former Wife’s Composite Exhibit 1. Each document within a party's Composite Exhibit 1 should be further identified by a letter. An <u>index</u> should be provided identifying each lettered document within each party's Composite Exhibit 1. This avoids having to separately e-file every document received.	Same as for an evidentiary motion hearing
Time within which to submit proposed exhibits for a/an:	N/A	N/A	At least 72 hours before the evidentiary hearing.	At least 72 hours before the trial; longer if the exhibits are voluminous.

Procedure if there are objections to proposed exhibits	N/A	N/A	If there are any documents to which there is an objection, those documents should not be included in the party's Composite Exhibit 1. Instead, they should be individually submitted to the J.A. with the notation that these are the exhibits to which the other party objects.	Same as for evidentiary motion hearing.
Hard-copy binder to be submitted?	No. Both judge and J.A. are working remotely. Please do not send documents to their homes or to the courthouse.	No. Save a tree.	No.	No.

Note: When the chart says to “provide the JA” documents, the same documents should be provided at the same time to opposing counsel or an opposing *pro se* party.

Note: The Court will provide the zoom ID and serve as the host. If you wish a record, please reserve a court reporter who can participate remotely. The hearing or trial will not be recorded on Zoom, by the Court or anyone else, unless that is specifically arranged in advance with the Court. The Court does not wish to be the person responsible for ensuring that an adequate record is made and properly preserved.

Div. FM-A:

**Judge Karen K. Cole
Judicial Assistant Ms. Kristy Bend
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