

INSTRUCTIONS TO SET A HEARING AND TO COMPLETE A NOTICE OF HEARING

If the court provided you with specific information on how to schedule a hearing in a Case Management Order, follow those procedures.

1. Complete Notice to Set (JDF 710):

- If a hearing is not scheduled at the time you file your petition, ask the court for the days, times and telephone number to call to obtain a hearing date. Allow 7 to 10 working days from the date you file this document to schedule the hearing.
- Estimate the amount of time required for the hearing, unless the court pre-determines the amount of time you will be given.
- Complete the Certificate of Service section identifying how you plan to provide all interested persons with a copy of the Notice to Set. If you do not know the current address for an interested person, use their last known address.
- Sign the Certificate of Service and send it to each person listed.
- File the original with the court.

2. Contact the Court:

- Notify the clerk that you need a date for your hearing. Give the clerk your case number.
- Have your calendar available when you contact the clerk.
 - If the parties/attorneys contact the clerk by phone or appear in person at the specified setting date and time, the clerk will suggest available dates. A date will be decided upon that is agreeable with all parties' calendars and the court's calendar.
 - If you filed the Notice to Set and you are the only party calling or appearing for the setting date, the clerk will set a date that is agreeable with your calendar and the court's calendar.

3. Complete Notice of Hearing (JDF 711):

- Enter the hearing date that was provided by the court.
- If you did not previously send all interested persons a copy of the pleading that will be considered at the hearing, make copies of it and attach it to the Notice of Hearing. It is important that all interested persons have a copy of the pleading in preparation for the hearing.
- Complete the Certificate of Service section identifying how you plan to provide all interested persons with a copy of the Notice of Hearing. If you do not know the current address for an interested person, fill out the Certificate of Service, use their last known address. If the post office returns the Notice of Hearing to you, you may be required to publish the Notice of Hearing in the newspaper.
- Sign the Certificate of Service and send it to each person listed.
- File the original with the court.