

INSTRUCTIONS TO SET A HEARING AND TO COMPLETE A NOTICE OF HEARING OR STATUS CONFERENCE FORM

- ⊗ If the Court has provided you with specific information on how to schedule a status conference or hearing in a Case Management Order you received at the time of filing or otherwise, follow those procedures.
 - ⊗ If the Court provided you with a date for a status conference when you filed your petition or at an initial status conference and both parties were not present, follow step 3 only. **It is important to notify the other party of the future status conference or hearing by completing the form and sending the other party a copy.**
 - ⊗ If you need to set a hearing follow all 3 steps below.
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1. Notice to Set (JDF 1123):

- If a date is not set at the time you file your petition, ask the Court for the days and times to call the division assigned your case to get a hearing date. Allow 7 to 10 working days from the date you file this document to the date you plan to call the Court or appear at Court to set the date. This time is necessary so that the Court knows when you plan to call or appear.
- Estimate the amount of time you will need, unless the Court pre-determines the amount of time you will be given.
- Complete the Certificate of Service portion identifying how you plan to provide the other party with a copy of this document. If you do not know the other party's current address, fill out the Certificate of Service using the last address you have for the party and then send out the notice.
- Sign the Certificate of Service.
- File the original with the Court. Some courts may require that you also file a copy.

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 both parties/attorneys contact the Clerk by phone or 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. Notice of Hearing (JDF 1124) or Notice of Domestic Relations Status Conference (JDF 1121):

- Enter in the date that was provided by the Court.
- Complete the Certificate of Service portion identifying how you plan to provide the other party with a copy of this document. If you do not know the other party's current address, fill out the Certificate of Service using the last address you have for the party and then send out the notice.
- Sign the Certificate of Service.
- File the original with the Court. Some courts may require that you also file a copy.