**PRE-TRIAL MEMO**

**Pre-trials for county court money cases will now be held in Division CVL**. You may choose any Tuesday or Thursday at 2 p.m. for your pre-trial at least 30 days out from the return date. Please note that there will be a sign-up book on the counter by the CVL clerks for Tuesday or Thursday pre-trial dates. Please enter your name, bar number and case number on the date you select and the clerks will enter it. You do not need to wait for them to enter the pre-trial date into our system. Please note it remains your responsibility to send notice of the pre-trial to the Defendants.

The following “rules” for Division CVL pre-trials shall apply:

1. Jury requests will ALWAYS have pre-trials set in the Divisions so you must for jury trials wait to see a CVL clerk to set your pre-trial.
2. Non-Jury pre-trials will be set in Division CVL on the T/TR at 2 p.m. of your choosing.
3. Any amounts in controversy exceeding $1500.00 shall to be sent to mediation after the pre-trial with a report back to the Division per the matrix in 45 days (**see below for the matrix**).
4. If mediation fails, the trial is to be set by the parties in the correct Division per the matrix within 30 days after the 45-day mediation period expires.
5. Amounts in controversy $1499.99 and under do not require mediation. Those cases must be set for trial by the parties via the assigned Division per the matrix within 30 days of the pre-trial. Cases will be dismissed without prejudice if they are not set for trial within 30 days of the pre-trial conference date.

Matrix: Cases ending in the number….

# 1 Judge Peacock/Div A

# 2 Judge Evig/Div B

#3 Judge Gomez/Div C

#4 Judge Hansen/Div D

#5 Judge Martin/Div E

#6 Judge Findorff/Div F

#7 Judge Rotolo/Div G

#8 Judge Gerhart/Div H

#9 Judge Patrick-Cord/Div J

#0 go to number before zero and assign as above

0401