

Court Setting Request Instructions

1. Find a Date. Go to **Court Calendar** and look in the range of dates for which you prefer a setting and find a date that a judge is in the desired county. If a date is unavailable you will see "No More Settings". Once you find available dates, confirm them with opposing counsel prior to completing the form.

2. Complete the Form. Open the **Setting Request Form**. The form will be opened in a different window so that you can refer to these instructions while completing the form. Or, if you like, you can print the instructions by **clicking here**.

- First, check the certification boxes that the requested dates have been cleared, etc.
- Complete the rest of the form. NOTE: Any field marked with an asterisk (*) is required.
- After all fields have been completed, click Submit at the bottom of the form.
- You will receive a confirmation email showing that your form has been sent. This is not an approval or denial.

3. Approval/Denial. Once the form is submitted, the Court Administrator will review and notify you of acceptance or denial. Upon acceptance, it is your responsibility to notify all parties involved. The confirmation email from the Court Administrator serves as the setting notice and will be filed with the Clerk's office. It is your responsibility to notify all involved parties of the confirmed setting upon receipt using the fastest possible method (email or fax).

If your setting request is denied, you will be notified as to the reason and given instructions on how to proceed.