

**20th JUDICIAL DISTRICT TRIAL/HEARING SETTING SHEET**

COURT: CIRCUIT COUNTY: \_\_\_\_\_ T( ) H( )

VS. NO. \_\_\_\_\_

**FOR COURT USE:**

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**DIVISION:** \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_

REQUESTED BY : \_\_\_\_\_

TYPE HEARING: \_\_\_\_\_

ESTIMATED TIME: \_\_\_\_\_

REMARKS: \_\_\_\_\_

ATTORNEY FOR PLAINTIFF: \_\_\_\_\_

ATTORNEY FOR DEFENDANT: \_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

FAX: \_\_\_\_\_

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1. Civil, Domestic, and Probate cases will not normally be set for hearing within the first six months after filing UNLESS requested. After six months, cases may be set by the Court.
  2. Criminal and Juvenile cases will be set by the Court although you may request a hearing or trial at any time.
  3. NO CASE SHAL BE SET FOR TRIAL without leave of Court until reasonable time has passed to prepare and complete necessary discovery.
  4. To set a trial/hearing date, mail or take 3 complete copies with a self-addressed stamped envelope to the appropriate division.
  5. The case coordinator will scheduled the trial/hearing based on the information provided and return one copy of this form to the party requesting the trial/hearing.
  6. It is the responsibility of the party requesting the setting to notify all opposing counsel (or parties) and send a copy of the letter of notification to the case coordinator and to the clerk for the file.
  7. Should opposing counsel have a conflict with the scheduled trial/hearing date, the case coordinator and opposing counsel are to be notified within ten (10) days. If an alternate date cannot be agreed upon, counsel for all parties will be required to conference with the Court to set the matter. For emergency hearings less notice may be given.
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**Division 1: David L. Reynolds, Judge**  
 Ginger Hall, Trial Court Assistant  
 Debbie Whillock, Court Reporter  
 Phone: 450-4925  
 Fax: 450-4966

**Division 3: Charles E. Clawson, Judge**  
 Kim Gary, Trial Court Assistant  
 Beth Vint, Court Reporter  
 Phone: 450-4970  
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**Division 2: Mike Maggio, Judge**  
 Susan McGehee, Trial Court Assistant  
 Carol Simmons, Court Reporter  
 Phone: 450-4904  
 Fax: 450-4977

**Division 4: Rhonda K. Wood, Judge**  
 Linda Ahlen, Trial Court Assistant  
 Julie Beckman, Court Reporter  
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**Division 5: David M. Clark**  
 Andi McNeil, Trial Court Assistant  
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