

PBCBA Circuit Civil Committee – Procedures for Scheduling a Special Set Hearing.

Judge	E-Schedule	Days/Times always Reserved for Special Sets	Procedure for Scheduling	Restrictions	Procedures for “Lengthy” Hearings or Hearings Concerning Particular Matters.
Blanc (AA)	Yes	No.	Clear with opposing counsel, set online, then submit Order Setting Hearing to chambers within 7 days. Use the Order Setting Hearing, or Order Setting Summary Judgment Hearing, on Judge Blanc’s webpage	Only one block of time (15 or 30 min) per day per case	>30min, send motion and cover letter to chambers requesting placement on “lengthy hearing docket,” provide estimate of time required. Included email addresses and telephone numbers for all parties
Barkdull (AB)	Yes (15- 30 minute hearings only)	No.	Set online, then submit proposed order to chambers. Use the Order Setting Hearing, or Order Setting Summary Judgment Hearing, on Judge Blanc’s webpage	Only one motion per 15 or 30-min hearing	>30 minutes, or if multiple motions are to be heard, moving party shall submit shall submit a courtesy copy of the motion(s) with a cover letter to the court indicating how much time is required and you will be contacted by the Judicial Assistant to schedule the matter for hearing. Once scheduled, moving party shall submit an Order Setting Hearing
Brown (AH)	No	No.	Call J.A. for hearing times, and then confirm with counsel. When time has been confirmed, submit Order Specially Setting Hearing, on		None
Brunson (AO)	No	No	Call J.A. for dates, coordinate with opposing counsel, confirm with J.A.		>30 min, file Motion for Lengthy Hearing, indicating time needed, send copy to judge with copy of motion and stamped envelopes.
Cox (AN)	Yes	No	Set online, Within 3 business days, send cover letter to judge with copy of Online E-Scheduling Confirmation Page, motion, conformed copies of proposed Order Setting Hearing, and envelopes.	One hearing per case per day	>30 min, send letter to judge; will be placed on non-jury trial docket

PBCBA Circuit Civil Committee – Procedures for Scheduling a Special Set Hearing.

Fine (AE)	No	No.	Contact J.A. After hearing date confirmed, submit Notice of Hearing, motion and Judge Fine's Briefing Order and Notice of Hearing (available on division website)		>30min, submit written request to Judge with copy of motion, estimate of time required, and reason for requiring more than 30 min
Hafele (AG)	Yes (15 or 30 min, non-evidentiary, not motions in limine)	No.	<p>Motion must be filed.</p> <p>The date and time must be cleared with all parties prior to accepting the date on-line</p> <p>Within 5 days, send copy of Notice of Hearing and motion being scheduled to chambers</p> <p>Notice of Hearing MUST CONTAIN THE FOLLOWING LANGUAGE SOMEWHERE ON THE NOTICE: 1) The JA cannot cancel this hearing unless the issue is resolved; 2) No add-ons are permitted; 3) Any Memorandums submitted are limited to 10 double-spaced pages; 4) Any materials submitted are due at least 7 days prior to the hearing; and 5) The moving party is required to bring to the hearing a blank proposed Order with copies and envelopes.</p>	One hearing per case per day	<p>>30 minutes, file motion for hearing of length desired and set for Uniform Motion Calendar</p> <p><u>Evidentiary hearings:</u></p> <p><u>Motions in Limine</u>, Submit to the Judge a copy of the motion with a cover letter indicating the amount of time requested, along with a proposed order (with copies and stamped envelopes) granting/denying the request for hearing.</p>
Keyser, G. (AD)	No	No	<p>Motion must be <u>docketed</u>.</p> <p>Contact J.A. via email to request dates. Once date has been coordinated, email J.A. to calendar selected date./time.</p> <p>Mail proposed order setting hearing, conformed copies and a</p>		>30min, file Motion for Extended Hearing Time and send to judge. J.A. will contact you. If judge grants motion, motion placed on Non-Jury Trial Docket.

PBCBA Circuit Civil Committee – Procedures for Scheduling a Special Set Hearing.

			copy of motion to be hard at least 15 days prior to hearing. Form of order is available on division website.		
Keyser, J. (AF)	Yes (15 min max)	M, T, W, Th, 8:15, 8:30 (15 min max) F: all day beginning 9:00 am (30min – 1hr)	Motion must be filed. Set online, (include Clerk’s filing number for the motion in the “other information” box) Submit Order Setting Hearing to chambers with copies for all parties and 2 copies for Judge. Form of order is available on division website.	Up to three motions per hearing time. Only one case per hearing time	1 – 2 hrs, contact J.A. >2 hrs, notify J.A in writing with stamped envelopes and copy of motions; motion will be placed on non-jury docket
Sasser (AI)	Yes (15 – 45 min)	M, T, W, Th 8:30-8:45a 9:30 – 10a 4:30 – 5:15p 15, 30 or 45 min	File motion Schedule via E-scheduling; must clear date with opposing counsel. Upon receipt of hearing date Email proposed Order Setting Hearing to Chambers. See division website for order.		None.
McCarthy (AJ)	Yes (15 – 60 min)	No.	Set online Within 3 business days, send cover letter to judge stating date and time of hearing, copy of Online E-Scheduling Confirmation Page, motion, and conformed copies of proposed Order Setting Hearing, and envelopes.		Between 1 – 2 hrs, call judicial assistant for instructions > 2hrs, submit written request for hearing to judge including copy of motion to be heard and envelopes for all parties. Hearing will be placed on the next available jury/non-jury trial docket.