

JACS POLICIES AND PROCEDURES FOR CIVIL
JUDGE SCOTT BLAUE ~ DIVISION D

Please coordinate with opposing parties the **FIRST** available time slot in the morning or the **FIRST** available time slot in the afternoon on any available date. Your hearing may be cancelled if you do not follow this instruction.

HEARINGS HELD THROUGH MICROSOFT TEAMS **VIDEO** APPEARANCES UNLESS
ORDERED OTHERWISE.

For short matter hearing time, if there are no five-minute slots on JACS, reserve a 15-minute slot and email JA date and time to change to five min.
NO EX PARTE HEARINGS ALLOWED.

If your motion is not listed in the dropdown box, select "Other Motion," **THEN TYPE THE TITLE OF YOUR MOTION IN THE BOX ENTITLED "OTHER OR ADDITIONAL MOTIONS."**
If there is no attorney on the other side, type in Pro Se, click "Find," and then click on the Pro Se number provided, 9999999.

If you need more than fifteen minutes for your hearing, please fill in all the information for the hearing in the first timeslot, then reserve the consecutive timeslots to make up the amount of time you need. Then please email the JA so she can change the duration of the first timeslot and delete the extra reserved slots.

If you are requesting more than two hours for your hearing, you must contact this office first to get the Court's permission for more time. If you are requesting more than four hours, the case must go to mediation first.

You must email all motions requesting a time certain trial and/or motions for reconsideration or rehearing to this office **BEFORE** setting for a hearing.

The judge must review those motions prior to granting a hearing.

**WHILE WE ARE STILL DEALING WITH COVID, ALL CASE LAW BEING
RELIED ON AT A HEARING MUST BE EMAILED TO THE JA AT LEAST
THREE BUSINESS DAYS PRIOR TO THE HEARING.**