

POLICIES AND PROCEDURES FOR CIVIL
JUDGE DAVID DUGAN ~ DIVISION D

PLEASE READ OUR INSTRUCTIONS ON JACS
PRIOR TO SCHEDULING YOUR HEARING.

AT THIS TIME, HEARINGS ARE BEING CONDUCTED THROUGH
MICROSOFT TEAMS UNLESS ORDERED OTHERWISE.

NO EX PARTE HEARINGS ALLOWED.

If you are requesting more than two hours for your hearing, you must email 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 efile ALL proposed orders to Judge Dugan's queue through the Proposed Document section of the eportal. Once efiled, email the JA and provide the case number/style, date of the hearing (or indicate no hearing needed), the date the order was filed, and state whether opposing side approves or objects to the order (and include them in the email to the JA). Your eportal order must include a cover letter in pdf and the order in Word format. Nothing should be attached to the order as an exhibit. All information must be in the body of the order, i.e. legal descriptions, etc.

Please read the detailed efilings instructions for Judge Dugan.

ALL ORDERS MUST CONTAIN THE FOLLOWING STATEMENT:

It is further ADJUDGED that within 5 days from the date of eservice of this Order/Judgment, the Petitioner shall:

1. Furnish a copy of this Order/Judgment to each self-represented party, if any, by U.S. Mail, first class, postage paid; and,
2. File a certificate signed by Petitioner's counsel that delivery of this Order/Judgment has been made as set forth herein.

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 first.

All hrg/trial exhibits must be premarked with letter designations.

YOU MUST EFILE YOUR PROPOSED ORDER/JUDGMENT FOLLOWING ALL ABOVE INSTRUCTIONS. THE CERTIFICATE OF SERVICE MUST CONTAIN THE EMAIL ADDRESSES OF ALL PARTIES.

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.

DO NOT SEND COURTESY COPIES OF ANY FILINGS ~ ONLY CASE LAW.