If you are requesting an in-person hearing, please file a written request stating the reasons an in-person hearing is necessary.

In order for the Court to set up a Zoom hearing, please provide the following information:

**Cause Number:**

**Date/Time Requested for Hearing:**

**Type of Hearing:**

**Essential Hearing?** (Yes or No)

**Expected Duration of Hearing:**

**Email addresses for all participants:**

All participants joining by Zoom should have audio and video capability – please test your setup prior to hearing.

**Attorneys, please exchange any exhibits pertaining to the hearing at least 24 hours in advance.**

**Please deliver an original AND a copy to the court, at least 24 hours in advance.**

**If the witness is going to testify regarding the exhibit(s), a copy needs to be provided to the witness also.**

**Please make sure exhibits are legible and pre-marked.**