

### **Conference Calls**

Occasionally, the Court will deem it appropriate to take up certain motions by conference call rather than having a full hearing. In that instance, the law clerk will call the moving attorney and provide him/her with possible dates and times for the call. It is the moving attorney's responsibility to confer with the opposing attorney and choose a mutually acceptable time, inform the court of that time, and set up the call at the designated time.

### **Requesting Continuances**

When requesting continuances, it is imperative that the moving attorney file a motion with the court rather than simply calling the judicial assistant or law clerk. Once the continuance is granted, it may take some time to get the case reset and have the order sent out. Attorneys are welcome to call the law clerk and check on the status of the motion for continuance if an order has not been received.

### **Scheduling Conferences**

Where attorneys are located outside of the Montgomery area, the attorneys have the option of participating by conference call at their option and expense at the designated time. However, in the event of a conference call, it is easier for the court if all attorneys participate by phone. It is the responsibility of the attorneys to confer with the opposing attorney(s), inform the court that the parties wish to participate by conference call, and set up the call at the designated time.

### **Worker's Comp & Pro Ami Walkthroughs**

Our office is happy to schedule walkthroughs for attorneys. Generally, we are available any Tuesday, Wednesday, or Friday morning at 8:30 AM; however, the attorney would need to call and schedule the walk through with our office. The judge will only sign one copy of the Order, but the law clerk or the judicial assistant will stamp any additional copies of your Order. Also, even if you are not representing a particular party, please make sure they are appropriately dressed (i.e., no shorts or inappropriate tops or dresses).

### **Settling Cases**

Once a case has been settled, the Court should be advised by phone or by letter if the paperwork will take some time to file. This assists us in preparing for our trial weeks. Stipulations for dismissal must be filed with the Court to remove them from our active docket so it is imperative that the parties prepare, sign and file the appropriate documentation to dispose of the case.