

## **INSTRUCTIONS TO SET A HEARING AND TO COMPLETE A NOTICE OF HEARING**

**NOTE:** If the court provided you with specific information on how to schedule a hearing in a Case Management Order, follow those procedures.

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### **1. Complete Notice to Set (JDF 710):**

- If a hearing is not scheduled at the time you file your petition, call the court to ask for the days, times and telephone number to call to obtain dates to schedule a hearing.
- There should be 7 to 10 working days between the date you filed the JDF 710 and the date you will call the court to schedule a hearing.
- Estimate the amount of time required for the hearing, unless the court pre-determines the amount of time you will be given. Write the date and time you and the other involved person(s) will contact the court to set the hearing. Include the phone number that will be called.
- Complete the Certificate of Service section identifying how you plan to provide all interested persons with a copy of the Notice to Set. If you do not know the current address for an interested person, use their last known address.
- Date and sign the Certificate of Service and send it to each person listed.
- File the original with the court.

### **2. Contact the Court on the Date Written in Your Notice to Set:**

- Notify the clerk that you need a date for your hearing. Give the clerk your case number.
- Have your calendar available when you contact the clerk.
  - If the parties/attorneys contact the clerk by phone or appear in person at the specified setting date and time, the clerk will suggest available dates. A date will be decided upon that is agreeable with all parties' calendars and the court's calendar. Do not appear in person to schedule the hearing unless the clerk tells you to do so.
  - If you filed the Notice to Set and you are the only party calling or appearing for the setting date, the clerk may set a date that is agreeable with your calendar and the court's calendar.

### **3. Complete Notice of Hearing (JDF 711):**

- Enter the hearing date and time that was provided by the court. Enter an address where the hearing will occur (courthouse) and the approximated length of the hearing.
- If you did not previously send all interested persons a copy of the pleading that will be considered at the hearing, make copies of it and attach it to the Notice of Hearing. It is important that all interested persons have a copy of the pleading in preparation for the hearing.
- Complete the Certificate of Service section identifying how you plan to provide all interested persons with a copy of the Notice of Hearing. If you do not know the current address for an interested person, fill out the Certificate of Service and use their last known address. If the post office returns the Notice of Hearing to you, you may be required to publish the Notice of Hearing in the newspaper.
- Date and sign the Certificate of Service and send it to each person listed.
- File the original with the court.