

## INSTRUCTIONS FOR “NOTICE TO SET HEARING”

A “Notice to Set Hearing” JDF 1123 is used to make an appointment with the Division Clerk to set your case for hearing before the Judge or Magistrate.

How to make your appointment: Get out a calendar, pick a day at least two weeks away, complete the Notice to Set Hearing (JDF 1123) form after mediation session or use “Notice to Set for Uncontested Final Order Hearing (Pro Se) (FCF 1015) for Division M, R, X, Y, and NCS. Call in accordance with the following schedule:

Division	Day(s) of Setting	Time of Setting	Telephone
3	Wednesday	8:15 a.m.	719-452-5274
6	Thursday	8:30 a.m.	719-452-5544
5	Tuesday	8:30 a.m.	719-452-5364
9	Wednesday	8:30 a.m.	719-452-5358
10	Thursday	8:30 a.m.	719-452-5446
12	Tuesday	8:30 a.m.	719-452-5244
13	Thursday	8:30 a.m.	719-452-5281
14	Tuesday	8:30 a.m.	719-452-5233
16	Thursday (JV ONLY)	8:15 a.m. WebEx	1-415-655-0001/2593-125-0126
17	Thursday	8:30 a.m.	719-452-5259
18	Tuesday	8:15 a.m.	719-452-5444
20	Wednesday	8:15 a.m.	719-452-5291
23	Monday	8:30 a.m.	719-452-5177
24	Tuesday	8:30 a.m.	719-452-5122 or 719-452-5123
L	Friday	8:15 a.m.	719-452-5410
M	Tuesday	8:15 a.m.	719-452-5392
M	Thursday	8:15 a.m.	719-452-5391
NCS	Tuesday	1:30 p.m.	719-452-5252
O	Thursday	8:30 a.m.	719-452-5523
P	Tuesday or Thursday	8:15 a.m.	719-452-5221
Q	Tuesday or Wednesday	8:15 a.m.	719-452-5401 or 719-452-5402
R	Thursday	8:30 a.m.	719-452-5212
V	Tues, Thursday or Friday	8:30 a.m.	719-452-5248
X	Tues, Wed, Thursday	8:25 a.m.	719-452-5540
Y	Wednesday or Thursday	8:30 a.m.	719-452-5415
Z	Tuesday or Wednesday	8:30 a.m.	719-452-5419

File the Notice to Set Hearing (JDF 1123) in the clerk’s office. The Certificate of Service located on the bottom portion of the form (JDF 1123) must be completed including your signature. A copy may be hand delivered, faxed, or mailed by first class mail postage prepaid to the opposing party.

When the day and time you have selected for making the appointment arrives, call the Division you have been assigned to. Please call once, leave your name and telephone number and we will return your call. The phone numbers for the Divisions are listed above.

When you have received your hearing date, you are ready to fill out and file the Notice of Hearing (JDF 1124). The Certificate of Service located on the bottom portion of the form (JDF 1124) must be completed including your signature. A copy may be hand delivered, faxed, or mailed by first class mail postage prepaid to the opposing party. File the Notice of Hearing (JDF 1124) in the clerk’s office.