

FAMILY COURT ORDER REGARDING CASE MANAGEMENT CONFERENCES

Until further notice this Court's Order for Case Management Conferences is suspended. All Case Management Conferences in Family Courts 1, 2, 3 & 4 will be held by conference call as follows:

1. Parties shall exchange the following documents and information seven days prior to hearing:
 - a. Tax returns for the last three calendar years;
 - b. Current income and expense statement;
 - c. Most recent check stub with year-to-date information;
 - d. Proposed Parenting Plan;
 - e. Whether a party is requesting maintenance; and
 - f. Verification of Parent Education class

Counsel shall file a Certificate of Service of required documents on opposing party.

2. Parties shall exchange proposed Form 14 calculations no less than three days prior to hearing, with supporting documents and suggestions for numbers used in calculations.
3. All counsel shall confer prior to the Case Management Conference in an effort to resolve issues regarding temporary contact and support.
4. Case Management Conferences shall be conducted at their regularly scheduled time and shall be initiated by counsel for Petitioner unless otherwise agreed. **Clients need not be present.** Counsel shall have all counsel engaged in the call prior to contacting the Court. Contact the clerk for the Court in which you are scheduled promptly at the time of your setting. Each attorney should announce the identity of those present with them during the call.
5. Counsel shall be prepared to respond to inquiries regarding completion of ADR and Parent Education classes, the need for a GAL and appropriate scheduling of mediation.
6. Counsel shall have calendars available. All necessary hearings and trial will be set during the call.
7. Contact numbers for each division clerk are as follows:
 - a. Family Court 1 868-4802
 - b. Family Court 2 868-4800
 - c. Family Court 3 868-4180
 - d. Family Court 4 829-6084