



Procedures for Obtaining an Agreed-upon Continuance of a Scheduled DVPA Hearing

- 1) Every Monday on the Family Law Division page of the Court's website there will be a posting of the judicial departments calling the DVPA Calendars for the week, as well as their department email address. The website will be continually updated to reflect any mid-week assignment changes.
- 2) Parties intending to appear via Zoom on any DVPA Calendar may find the Zoom credentials in this same location on the website. They may use the department e-mail address to notify the Court that they will be appearing via Zoom.
- 3) Parties who have an agreement to continue their hearing should consult the Court's website to determine which judicial officer is hearing the calendar on which their case is scheduled. Parties may e-mail the assigned judicial department to advise the Court of the proposed continuance, and to get proposed dates from the department for resetting. The courtroom clerk monitoring the e-mail box will provide instructions to the parties about how to submit the proposed stipulated order continuing the hearing and reissuing the TRO as necessary for the judicial officer's signature.
- 4) All e-mails to the department mailbox should only discuss scheduling, and must be cc'd to opposing counsel or to a self-represented opposing party. Please use only the e-mail address listed on the website to communicate with the assigned department – other e-mail addresses may not be regularly monitored due to reduced staffing.