

Notice to all Counsel and Their Staff Members

* Due to the large number of cases currently being administered, please note the following change in the Court's policy regarding telephone requests to continue matters scheduled for hearing:

Telephone notification must be given to the Clerk's Office at 347-3003 of settlements or requests to continue matters set on the Court's docket no less than three (3) business days prior to the scheduled hearing; otherwise counsel should make an appearance at the hearing

* If you are registered to file electronically, please make every effort to file all pleadings in this manner, as it is of assistance to the Clerk in managing the large current case load

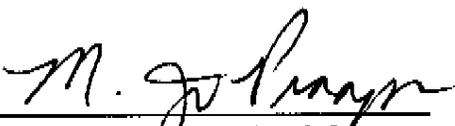
* Any expedited motions filed via paper or electronically that need immediate action should be brought to the attention of the respective case administrator

* When filing motions to continue matters, please be sure to include the location of the hearing (or a blank for the Clerk's Office to insert the location in) on your proposed order

* Per the *Amended Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means*, all documents filed by paper must be filed:

- on 8 ½ x 11 paper
- on one-sided paper
- without staples

Dated: **JAN 13 2006**


M. Jo Proops, Clerk of Court