

RFO Calendar Triage Checklist

When handling an RFO Calendar:

- Read pleadings in advance to triage files.
- Call calendar to see who is present—assists triaging files, determining time estimate of contested cases.
- Take cases with full agreements first—parties with agreements deserve priority and it is an opportunity for the audience to observe families who reach agreements.
- Hold cases with one party present for about a half-hour before calling the case. This gives parties additional time to enter the courthouse if they are running late.
- Have bailiff or courtroom attendant hand out family court services reports (if in a reporting county) prior to calendar call. Parties and counsel will have time to read the report as early as possible.
- Hear longer matters towards the end of the morning and shorter matters earlier in the morning.
- Interpreter cases should be heard back to back so the interpreter can be available for other courtrooms.
- Give counsel time to talk and the flexibility to make other appearances.
- Attempt to hear attorney cases as soon as possible recognizing that longer matters may have to be heard later in the morning.
- Attempt to meet the needs of all parties and counsel who need priority.
- Triage each file: Each time parties appear is an opportunity to manage the case.