

Sample Script for Calling Calendar

Good morning. Some of you may be appearing in court for the first time, so I will briefly explain the court's procedures for today.

[Read following paragraph for short-cause calendars.]

I will only hear matters this morning that can be heard within [20 minutes *or specify other time limit*]. If your matter will take more time, please tell me when I call your name and I'll reschedule it to a date when more time is available. I will not make any orders on longer matters today, so please be sure your matter can be heard in no more than [20 minutes *or specify other time limit*].

I will first read through the calendar in numerical order. As I call your name, please let me know if you are here, and whether you are representing yourself. If the other party is not here, please tell me that so I can take your case early.

If you were not able to serve your papers on the other side, please tell me when I call your name. I will reschedule the hearing to give you time to serve the papers on the other side. You may need to complete a form that asks for an order reissuing the Request for Order. If necessary, a [*specify court personnel*] is available to help you complete that form.

Please tell me if you are asking that the hearing be continued until a later date. Also please let me know if the other party is currently in jail.

If you have any documents or exhibits that you want me to consider today, such as pay stubs, declarations, or pictures, you must first give copies to the other side. You must exchange all documents and exhibits with the other side before I will hear your case.

Written agreements between both parties, which are sometimes called stipulations, are encouraged. If you have reached a written agreement on any issues, give it to the clerk or bailiff and I will take your case early and sign the agreement.

[Read following paragraph if local meet-and-confer requirement applies.]

This court requires parties to meet and confer about contested issues before any hearing. If you have not yet met and conferred, please tell me that when I call your name. If both sides are present, I will put you on what's called "conference status." You will then go out into the hallway to meet and discuss the contested issues and try to reach an agreement on as many of them as possible. When you reach an agreement or decide that you cannot reach an agreement, return to this courtroom and wait for me to call your case.

If you are here today regarding issues of support, I need certain information to calculate the correct amount of support. [If you have not filed a form called an Income and Expense Declaration, please get the form from my clerk or bailiff and complete it now.]

When I call your name, please tell me if you are here today regarding child custody or visitation issues, and, if so, whether you have attended [orientation and] mediation. If you are seeking an order regarding issues of child custody or visitation, you must first [attend a family law orientation, and then] participate in mediation. [At the orientation you will learn about different custodial arrangements and what works best for children of different ages.] You must [then] meet with a mediator who will try to help you reach an agreement. If you are unable to reach an agreement, the mediator will report to me whether you reached an agreement [and make a custody recommendation].

When I finally call your case for hearing, please come forward and sit at the table at the front of the courtroom. The person who filed the Request for Order or motion should sit there [to your right], and the other side should sit there [to your left] [*or indicate other seating arrangement*]. The clerk will then swear you under oath.

If both sides are here today, I will hear first from the person who filed the Request for Order or motion, and then I will hear from the other side. I will hear from both sides before I make a decision, so please do not attempt to speak when the other side is answering my questions.

After I hear your case, I will make an order. Unless you already have a proposed written order, you will need to write up the order after the hearing. If you need help, someone is here who can assist you in completing the Order After Hearing.