

## SELF-SERVICE CENTER

# PROCEDURES: WHAT TO DO WITH THE *JOINT REPORT* and *PROPOSED SCHEDULING ORDER* Forms

## AFTER COMPLETION

**USE** these procedures **ONLY** if you have filled out both forms, “JOINT REPORT” AND “PROPOSED SCHEDULING ORDER” and you want a trial to be set in your case. Here are the steps you need to take:

**STEP 1: REVIEW** both forms “*JOINT REPORT*” AND “*PROPOSED SCHEDULING ORDER*.”

Make sure you complete all documents using **black ink**. **Sign and date both** the “Joint Report” and the “Proposed Scheduling Order” **before** you photocopy them, even though you have not actually delivered or mailed the forms as you promised on the last page of the “Joint Report” and “Proposed Scheduling Order.”

**STEP 2: PHOTOCOPY.** Make **3 photocopies** of both forms: “*JOINT REPORT*” and “*PROPOSED SCHEDULING ORDER*” and follow these instructions:

- 1 photocopy for the judicial officer (Judge) assigned to your case
- 1 photocopy for your records
- 1 photocopy for the other party (If there is more than 1 other party, you will need a photocopy for each.)

**STEP 3: GO to the CLERK of COURT FILING COUNTER.**

- Hand the original and all copies of the “*JOINT REPORT*” and “*PROPOSED SCHEDULING ORDER*” to the Clerk of the Court where you filed your case.
- Ask the Clerk to stamp the copies and return them to you. These are now “conformed” copies. The stamp provides proof the original form was filed.
- **PHOTOCOPY 1** of both forms: Mail one copy to the other party; or if the party is represented by an attorney, mail or deliver one copy to his/her attorney. Remember if there is more than 1 other party, you must mail a photocopy to each.
- **PHOTOCOPY 2:** Provide one copy of both forms to the Judge assigned to your case by:
  1. Delivering a copy of both forms to Civil Court Administration, or
  2. Placing a copy of both forms in a wire basket with the Judge’s name on it located outside the Judge’s courtroom, or
  3. Mailing it directly to the judicial officer assigned to your case.
- **PHOTOCOPY 3** of both forms: Keep this set of copies for your records.

**STEP 4: WAIT TO RECEIVE A NOTICE FROM THE COURT.** Once you have filed the “*Joint Report*” and “*Proposed Scheduling Order*,” the office of the judge assigned to your case will contact you to tell you the dates of your pretrial conference and trial. The document you will receive in the mail is called a “*Minute Entry*,” and it will give you instructions about what to file before the Trial.