

**General Magistrate  
Keith Schenck**

Hearings of one hour or less should be scheduled using the [Oncehub portal](#).

Please choose three dates and times for your hearing. If there is an attorney on the other side, you must coordinate the hearing with opposing counsel prior to submitting your request.

When you submit a request for hearing time you are indicating that you have coordinated the date and time with opposing counsel. Any motions must be filed before seeking hearing time.

Once you submit your request for hearing time, it will be reviewed and you will receive an email concerning the request. Please note that hearing time cannot be reserved while you are coordinating the hearing with other parties. The times are on a “first come, first served” basis.

All hearings will be by Zoom. Once your request is granted, you will receive a Zoom link that you are required to put in your notice of hearing (For pro se litigants seeking hearing time on the application, a notice of Hearing will be filed for you).

Inquiries for hearing time by telephone should be limited to hearings that are lasting more than one hour. Your inquiry by telephone should include your case number and the type of hearing you are seeking.

Please do not “cross notice” a hearing without having express authorization from the Magistrate’s office.