

## **JUDGE STEVEN G. ROGERS**

### **HEARING REQUESTS & PROCEDURES**

#### **For HEARING Requests:**

**E-mail** requests to [gwallace@circuit5.org](mailto:gwallace@circuit5.org) (*all scheduling is done via e-mail*).

Please provide the case name/number in the subject line & include within the message the title of the motion(s) and the amount of time requested for the hearing. *Motions must be filed with the Clerk prior to the scheduling of a hearing.*

#### **For Case Related Questions or General Inquiries:**

**Email** questions or submissions to: [gwallace@circuit5.org](mailto:gwallace@circuit5.org)

*Trial Notebooks, Case Law or any documentation that needs to be submitted to the court for consideration should be sent electronically, two days prior to the hearing, to this email address.*

#### **NOTE:**

**Proposed orders** should be submitted, in Word format, to [gwallace@circuit5.org](mailto:gwallace@circuit5.org).

Please include a copy of the motion with any submission of orders, as it sometimes takes several days for e-filings to appear in the court file.

To prevent duplicate submissions - please do not email the order if it is being provided to our office via mail or hand-delivery.