JUDGE GARY L. SANDERS

HEARING REQUEST & PROCEDURES

For HEARING Request:

E-mail requests to: <u>rgrubb@circuit5.org</u> (all scheduling is done via email).

Please provide the <u>case name/number in the subject line</u> & include with the message the title of the motions(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: rgrubb@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/judgments should be submitted to <u>rgrubb@circuit5.org</u> (or via regular mail). 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 – <u>please do not email the order if it is being provided to our</u> <u>office via mail or hand-delivery.</u>