

PHONE CALLS AND FAXES TO JUDGE'S OFFICE

PHONE CALLS: Due to the overwhelming volume of cases in this assignment, please do not call the Judicial Assistant to ask if orders have been entered or if the court has received your package. Please do not leave more than one message for the judicial assistant. She will return your call as soon as possible. Please do not leave a message and then call back again, as this creates confusion as to whether or not the judicial assistant has already addressed the matter and results in wasted time for the judicial assistant as she must still listen to all of the voice mail messages. *Please do not call the office between the hours of 12:00 to 1:30 p.m. (lunch and errands) and 4:00 to 5:00 p.m. (docketing time).* If you inadvertently contact the office during these hours please do not leave a message but return your call during the appropriate hours.

FAXES: Please **do not fax to this office without prior approval** by the judicial assistant. The exception is a letter to the Court advising that a case set on the Court's Calendar Call and/or weekly Trial Calendar has settled.