

**PRO SE PROCEDURES FOR SETTING
A SETTLEMENT CONFERENCE AND A TRIAL DATE**

Step 1: Fill out the Note for Trial Setting form to set your case for the Trial Setting Calendar on a Friday at 11:00 a.m. Remember - you must give the other party at least 5 court business days' notice plus 3 days for mailing. Make 3 copies. File the original with the Clerk, leave a copy for the judge, serve a copy on the other party, and keep a copy for yourself.

Step 2: You must confirm your trial setting date no later than noon two days prior to the Trial Setting by calling the assigned judge's Judicial Assistant whose numbers are listed below. If you hear a recorded message, leave a clear confirmation voice mail with your court case number, your phone number and the date of the trial setting. **If you do not call to confirm, the trial setting date will not be held and you will need to start the process all over again.**

Judge Olson/ Department 1:	Marsha at (360) 778-5613
Judge Jones / Department 2:	Christy at (360) 778-5632
Judge Grochmal / Department 3:	Brooke at (360) 778-5604
Judge Freeman / Department 4:	Kirstie at (360) 778-5603

Step 3: Go to the Trial Setting on the 3rd floor of the courthouse. This is an informal procedure conducted in an attorney conference room located outside the Department 3 Courtroom by the Judicial Assistants. Telephonic or Zoom appearances are generally not available and at least one party must appear. At this time the dates for the Settlement Conference and Trial Date will be set and you will then be mailed instructions on how to prepare for the Settlement Conference and Trial, as well as a copy of the Order Setting Trial Date and Order Compelling Discovery (deadlines before trial for parties to exchange information).

Step 4: Prepare for the Settlement Conference using the Family Law Settlement Conference Instructions attached to the Order Setting Trial Date. The Commissioner and the other party needs a copy of all proposed parenting plans, child support worksheets, the pre-trial Information form, and your 2 page statement of contested issues at least 5 business days before your Settlement Conference date, but these documents are not filed with the Clerk.

If your case does settle, the method for entering AGREED final documents is via the Commissioner Pro Se Final Dissolution Calendar. The Family Law Facilitator must review your final documents prior to attending this calendar and can help you schedule the hearing. Be sure that the JIS Background check required by WCSPR 94.08(o) is arranged to be completed no fewer than fourteen days prior to the final hearing (and are only valid for 30 days).

Step 5: If there are still unresolved issues after the Settlement Conference, you must submit to the opposing party a written settlement proposal addressing any unresolved issues. You must provide this proposal to the other side within 5 days of your Settlement Conference.

Step 6: If your case is still going to trial after the Settlement Conference has been held, you must, 5 days prior to the trial date, provide the trial judge with copies of the same – but updated - documents you supplied to the Commissioner for the Settlement Conference (see Step 4). This step is not necessary when all issues have settled and you are using the Stacked Calendar Trial Date simply to enter those final documents.

Step 7: If your trial has been set on the Stacked Dissolution Calendar (this calendar is for cases that will take two hours or less of court time) you do not need to confirm, you just need to appear at 8:30 am on the day set for trial. If your trial is set for 1 day or more, the Judicial Assistant will call you by noon the day before the trial date if your case will be heard. No call means no trial. Keep in mind that criminal cases always have priority and may "bump" your trial date. If your trial date is bumped, the parties will need to schedule a new Trial Setting to get a new trial date. Trials set on the Stacked Calendar are not subject to a bump.

Step 8: Bring to Trial with you originals of the Parenting Plan, Child Support Worksheets, Child Support Order, Findings and Conclusions, Final Divorce Order, and/or other State mandatory forms applicable and necessary to finalize your case. The Family Law Facilitator can review these documents if you are able to procure an appointment before your Trial Date. Be sure that the JIS Background check required by WCSPR 94.08(o) is arranged to be completed no fewer than fourteen days prior to the Trial Date and are only valid for 30 days).

- PLEASE BE SURE YOUR **CURRENT ADDRESS AND PHONE NUMBER** ARE ALWAYS UPDATED IN THE COURT FILE.
- MAKE SURE TO CALL THE CLERK'S OFFICE TO **CANCEL THE DATES** SET IF YOU AND THE OTHER PARTY SETTLE THE CASE. THESE DATES **MAY NOT** BE RESCHEDULED WITHOUT A COURT HEARING.

If you have any additional questions after reviewing this procedures document please contact the Facilitator at (360)778-5563.