

## **WCCR 77.2**

### **Court Calendar Schedule, Pre-Arranged Settings, Motion Calendar Procedures, Confirmation**

- (a) **Court Calendar Schedule:** Non-trial matters are scheduled on various calendars before the Assigned Judge and commissioners. Accompanying these rules as Appendix A is a copy of the current Court Calendar Schedule that contains information about each of the regular court calendars. The Court Calendar Schedule may be modified from time to time (including one-time changes for holidays or judicial conferences) without formal republication. Current calendar information, including a copy of the latest edition of the Court Calendar Schedule, may be obtained from the Clerk of the Superior Court, 311 Grand Avenue, Bellingham, WA 98225, (360) 676-6777, or from the Court's web page at [www.whatcomcounty.us/superior/calendars/by](http://www.whatcomcounty.us/superior/calendars/by) subject. The Court Calendar Schedule details which matters require pre-arrangement, confirmation, or both.
- (b) **Pre-Arranged Settings:** Counsel must pre-arrange non-trial special set matters by contacting the judicial assistant for the assigned judge for a setting in order for the matter to be placed on the judge's appropriate calendar. Special sets do not need to be confirmed, but should be in compliance with the timelines and page limits imposed by these local rules.
- (c) **Friday Civil Motions:** The Friday civil/probate law and motion settings may be made without pre-arrangement subject to judicial unavailability as posted on the court's web page under "calendars" and must be confirmed no sooner than five judicial days prior to the hearing and no later than noon two judicial days prior to the hearing. Confirmations must be directed to the appropriate judicial assistant and may be made by email or telephonically, as indicated on the court's web page at [www.whatcomcounty.us/superior](http://www.whatcomcounty.us/superior). Otherwise, the matter will be stricken from the docket.
- (d) **Motion Calendar Procedures:**
- (1) Motions to be noted on the Motion Calendar shall be filed with the court and served on all parties by noon nine (9) court days prior to the hearing. A proposed form of an order, which the Court may adopt, modify or reject consistent with the Decision of the Court, shall be filed and served with the motion. Responses shall be filed and served on all parties by noon four (4) court days before hearing. Replies shall be filed and served on all parties-no later than noon two (2) days prior to the hearing. Parties should come to the motion calendar with original orders so that they may be entered without an additional hearing or expense wherever possible.
  - (2) Time for filing and service of motions as prescribed by these rules shall not apply to summary judgment motions. Summary judgment motions shall be served and filed pursuant to CR 56 and should comply with the terms of WCCR 10.3.
  - (3) If no one appears in opposition to a motion, upon proof of proper service the moving party may take the order requested unless the court shall deem it manifestly unauthorized. If no party appears, the motion may be deemed waived or stricken. No more than ten minutes will be allowed to each side for argument unless the court otherwise directs.
  - (4) Counsel shall immediately notify the assigned judge's Judicial Assistant when matters are continued or stricken by the parties prior to the time set for hearing. Motions may be continued to a subsequent motion day by filing and serving a "re-note" for motion docket or set down by the court for hearing at other specified times. Continuances are only tentative until a judge signs a written order of continuance.

- (5) Counsel who fail to timely file papers, serve papers on opposing counsel or submit bench copies as required by these rules may cause matters to be stricken, sanctions imposed, or terms assessed. Judge's copies of all documents, including proposed orders, are due at the time the motion/response/reply is filed with the court.
- (6) Counsel may request telephonic appearance at a hearing, at the discretion of the assigned judge, by contacting the assigned judge's Judicial Assistant.

[Revised 7/1/09]