**HELPFUL HEARING OFFICER TIPS**

* Check in with the office the moment you get to an HOC, even if the other side has checked in
* Submissions – please turn in on time, even if it’s “just” regarding custody. There’s important information needed from the affidavit that can be reviewed and typed into our reports ahead of time.
* Attorneys – please speak with one another prior to the conference and provide any stipulations beforehand. It will save time.
* Last minute exceptions - please advise our office and opposing counsel so that we can handle it expeditiously. We have been instructed by the family court judges to move forward on some of the issues that are not related to the specific exception.
* If there is a request for a drug screen and/or mental health evaluation, and your HOC date is pretty far out, please set these requests for an expedited rule prior to the HOC.
* If you know ahead of time that you’re going to cancel or reset an HOC, our office should be informed right away. Please do not wait until the morning of or show up just to get new dates. Your time slot could be filled by another matter.
* Emailing documents over 50 pages – parties must deliver a hard copy or bring a hard copy to the conference.
* Self-employed clients – Any bank statements and/or other raw data must be accompanied by a summary. If you cannot make heads or tails of the information, you will need to enlist an expert or file an expedited motion to appoint one.
* Remember, the Judge can accept, deny, or modify the Hearing Officer’s Recommendations as a temporary order. If you are requesting that the Judge deny or modify the temporary order, it is recommended that you file an expedited motion with your objection.
* If an objection is made, and there was a recommendation for a drug screen or mental health evaluation, these matter will be set for expedited hearing by the Judge. If for some reason it does not, please file the appropriate motion and order.
* The Hearing Officers will not set a review date for any matter unless all parties stipulate to the temporary recommendations and sign to waive the objection deadline.