

## **HELPFUL PRACTICE TIPS TO LAWYERS REGARDING SPECIAL MASTER'S HEARINGS**

1. SETTLE THE CASE IF YOU CAN. (If not go to 2-11)
2. Contact the Special Master's docketing clerk – Raechelle Wilson (615-217-0063 or [rwilson@rutherfordcountyttn.gov](mailto:rwilson@rutherfordcountyttn.gov)) to obtain available dates for pendente lite hearings.
3. Lodge the Order appointing Special Master upon filing your request for a pendente lite hearing.
4. As a matter of good practice and courtesy inform the Clerk and Master's Office (even if it is a Circuit Court Case) when you settle or continue a case before the morning of your hearing.
5. If you agree to continue a case, then file an agreed Notice to Reset. Absent an agreement, only the Special Master or the attorney who sets a hearing may remove it from the docket.
6. Be sure that the Order Appointing Special Master is lodged, signed, and entered prior to the hearing.
7. If you reach and announce an agreement prior to or on the day of the hearing, prepare the Agreed Order for the Judge's signature.
8. Should the parties agree to dismiss an Order of Protection that has been consolidated with the divorce, prepare a separate Order of dismissal for the Order of Protection case number.(forms for this can be provided by the Clerk and Master's office or available on our website)
9. Be aware that if you set a pendente lite hearing within 30 days of service, the Special Master will not proceed with a hearing in the Defendant's absence or over the Defendant's objection or request for a continuance.
10. Be sure that you have decided whether to have a court reporter at the hearing or to proceed without one. If you choose to proceed without a court reporter, be sure that you have the Waiver of Filing a Transcript filed or ready to file when your case is called. (There will not be a recording or any other record or transcript provided by the Special Master or Clerk and Master's office.)
11. Have the 12.01 form completed and filed. If you cannot comply with the two-day rule, have it with you when you come to court.
12. The Special Master will limit the hearing to two hours and will hear from the parties first. So be prepared accordingly.
13. If you submit exhibits electronically, e-file the exhibits during or immediately after the hearing is concluded.
14. Submit the Master's Report, temporary parenting plan, and Order approving Master's Report in a timely manner.