ORLEANS PARISH CIVIL DISTRICT COURT
DIVISION D

# SELECTING A SCHEDULING CONFERENCE DATE

Once a filed motion to set scheduling conference/a form 85 is received, the minute clerk will send the mover an email with a link for available dates to circulate to all counsel to choose an agreeable date.

**From:** Dawn R. Taylor <dtaylor@orleanscdc.com>
**Sent:** Monday, August 10, 2020 10:10 AM
**To:** Dawn R. Taylor <dtaylor@orleanscdc.com>
**Subject:** 2020-12345 TEST I VS TEST II

Please click the seal below to select an available scheduling conference date.
**Circulate available dates to all counsel prior to making a selection and enter the moving attorney's name in the name section.**

**ALL DISCOVERY MUST BE COMPLETE PRIOR TO SETTING A TRIAL DATE.**

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*VISIT www.orleanscdc.com FOR UPDATED INFORMATION*
*REGARDING THE ORLEANS PARISH CIVIL DISTRICT COURT*
*AND PUBLIC HEALTH CRISIS (COVID-19).*
**********

*Regards,*

*Dawn R. Taylor*
*Minute Clerk for the Honorable Nakisha Ervin-Knott*
*Civil District Court for the Parish of Orleans, Division D*
*421 Loyola Street, Suite 303*
*New Orleans, Louisiana 70112*
*Phone: (504) 407-0230*
*Fax: (504) 558-0060*
***E-Mail: dtaylor@orleanscdc.com***

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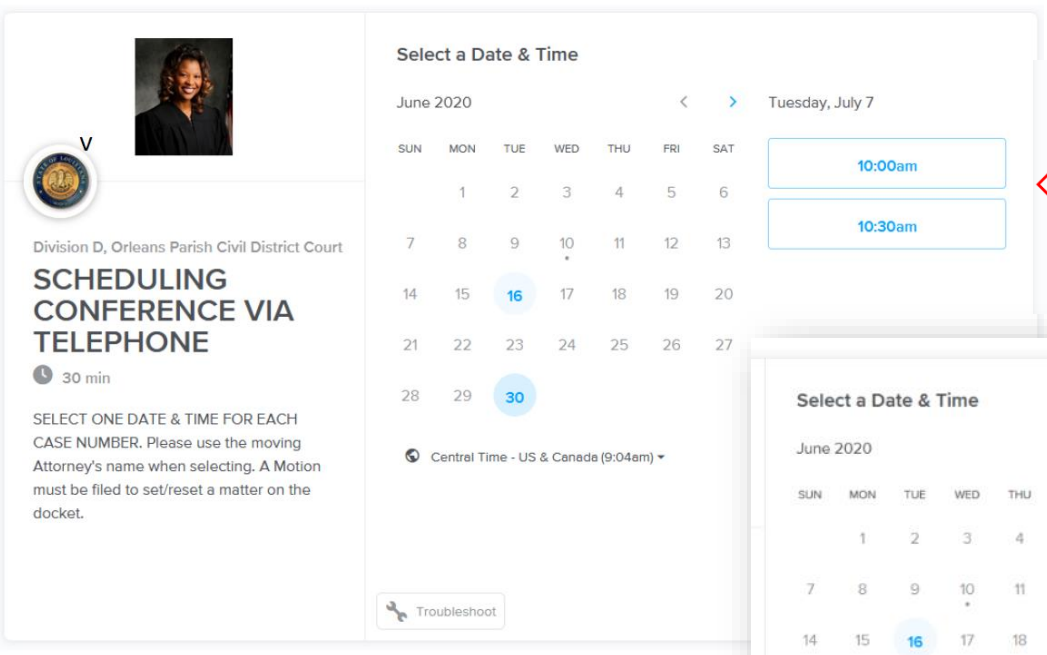
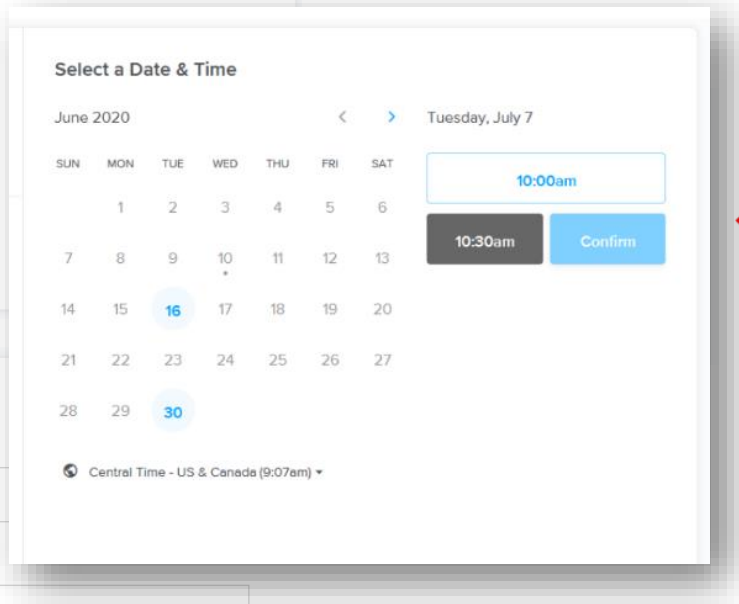
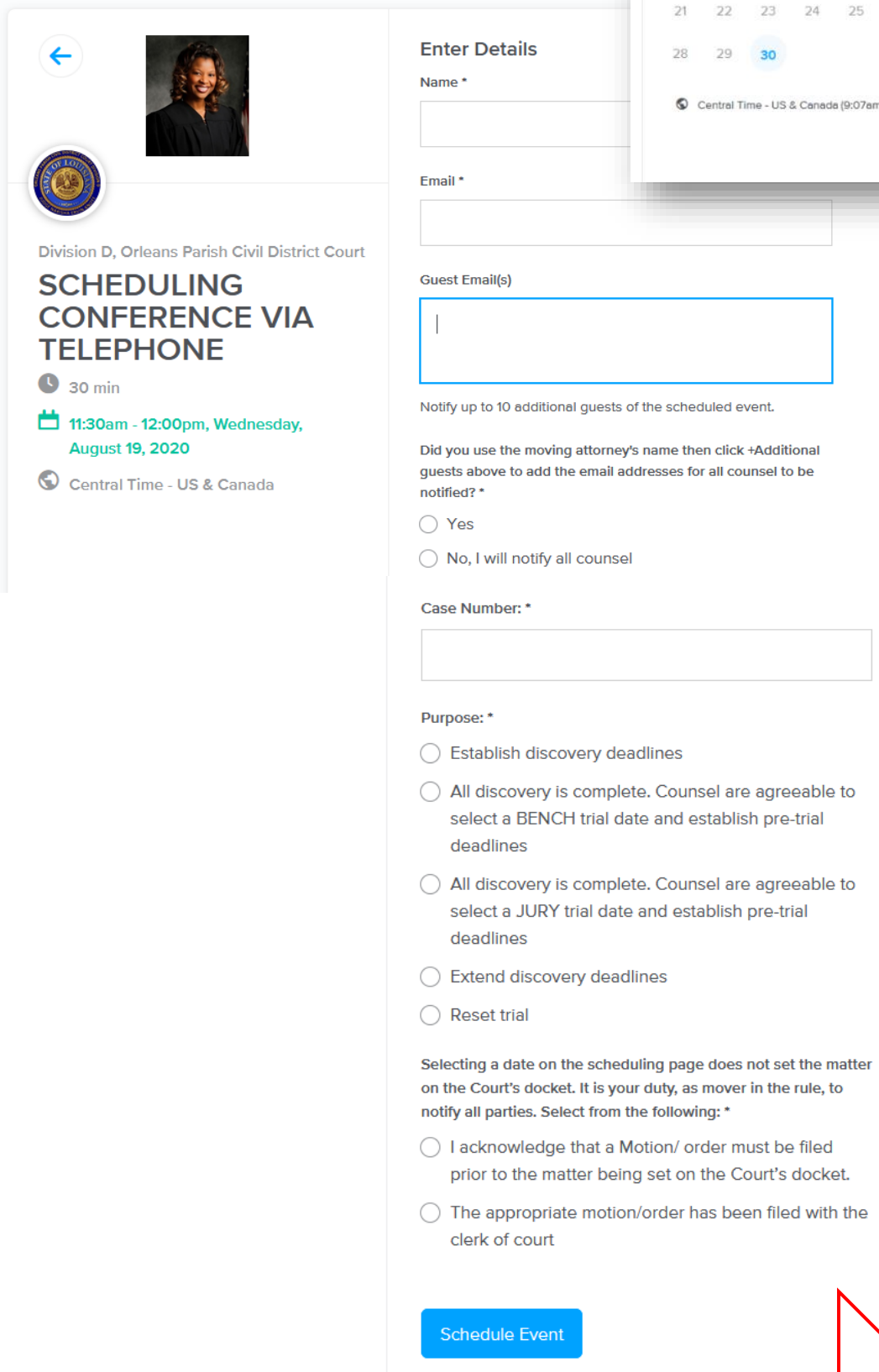



Select from the available dates highlighted bold to see available times

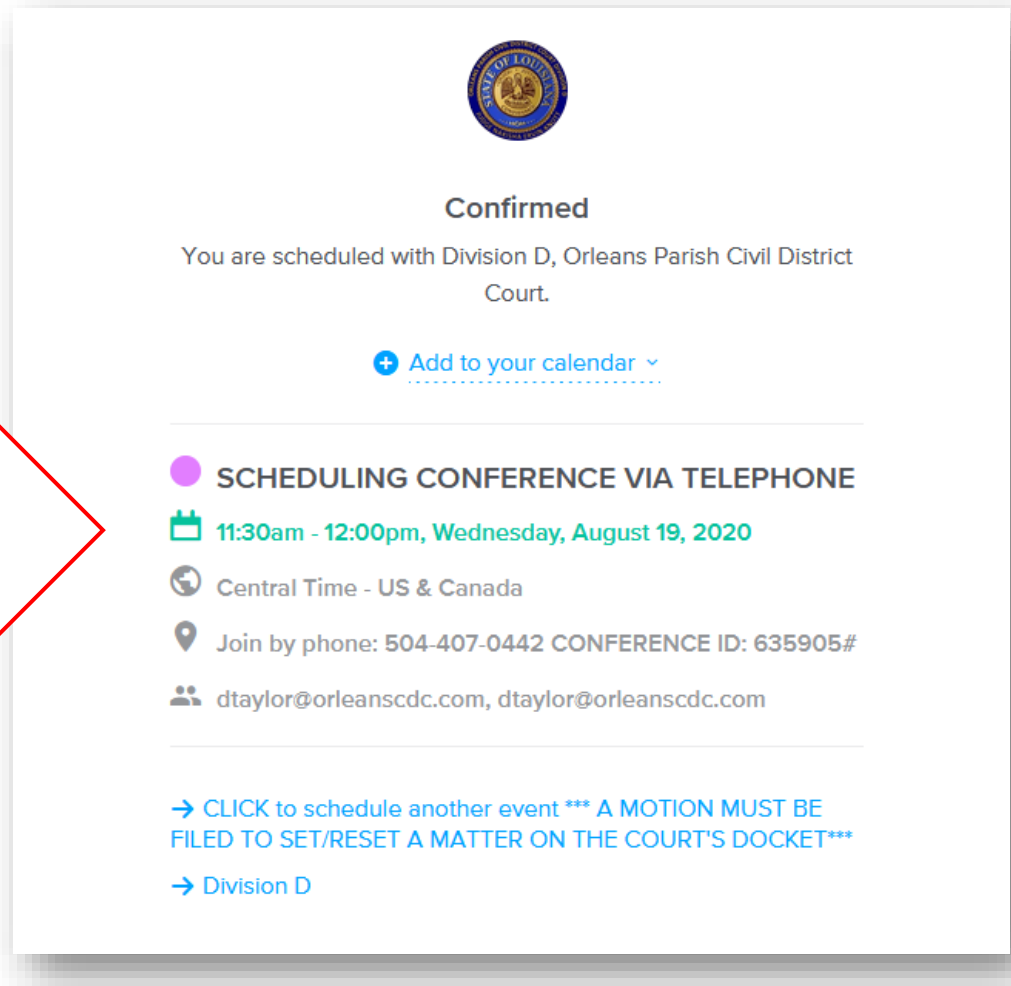



Select one date and time per case number after circulating available dates to all parties.

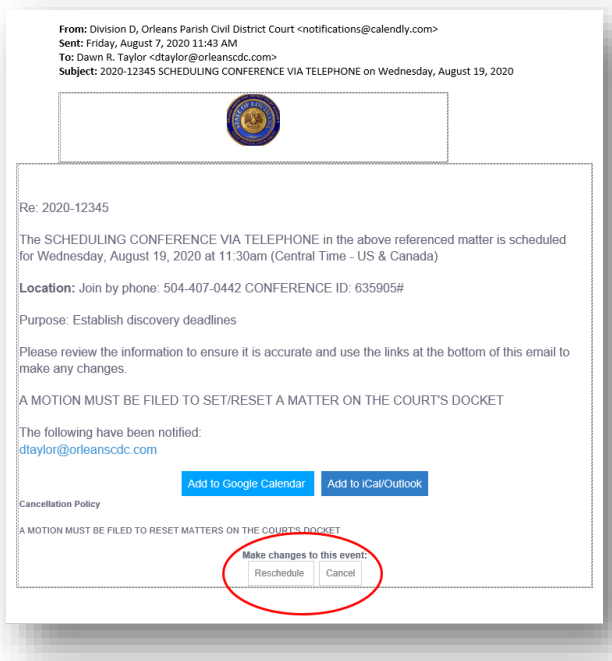



When entering details remember to enter the moving attorney's information and click "add guests" to enter the email addresses for all parties. A notification email with call-in information will be sent to all email addresses entered. You can include support staff.

Read carefully then enter/select all that apply. If the information received is invalid the date will be canceled, a cancellation email will be sent and you will need to go through the selection process again.




The confirmation page will include the time, date call-in information and the email addresses entered to receive notification. Review this information to make sure it is correct. Use the links provided to select another date for a different matter or to go to the division D webpage to see general information including policies and procedures.



**From:** Division D, Orleans Parish Civil District Court <notifications@calendly.com>
**Sent:** Friday, August 7, 2020 11:43 AM
**To:** Dawn R. Taylor <dtaylor@orleanscdc.com>
**Subject:** 2020-12345 SCHEDULING CONFERENCE VIA TELEPHONE on Wednesday, August 19, 2020

Re: 2020-12345

The SCHEDULING CONFERENCE VIA TELEPHONE in the above referenced matter is scheduled for Wednesday, August 19, 2020 at 11:30am (Central Time - US & Canada)

**Location:** Join by phone: 504-407-0442 CONFERENCE ID: 635905#

Purpose: Establish discovery deadlines

Please review the information to ensure it is accurate and use the links at the bottom of this email to make any changes.

A MOTION MUST BE FILED TO SET/RESET A MATTER ON THE COURT'S DOCKET

The following have been notified:
dtaylor@orleanscdc.com

Add to Google Calendar | Add to iCal/Outlook

**Cancellation Policy**

A MOTION MUST BE FILED TO RESET MATTERS ON THE COURT'S DOCKET

**Make changes to this event:**
Reschedule | Cancel

Please review the notification email you receive to make sure the information is correct and use the links at the bottom of the email to make any changes.