

RULE 5 ENTRIES

5.1 Unless the court designates otherwise, judgment entries shall be prepared by the counsel for the prevailing party. Entries shall contain a caption listing all parties, the judge to whom the case has been assigned and a certificate of the Clerk that all costs have been paid in full. The entry shall also contain an order for the Court requiring the Clerk of Courts to serve the judgment on parties in the action per Civil Rule 58(B).

5.2 Entries shall be submitted to opposing counsel for signature within 14 days of the court's decision, along with notice that the entry will be offered to the court on the 30th day after the decision issued. If opposing counsel rejects the form, he or she shall set the matter for hearing on entry through the Assignment Office. This request for a hearing must be filed on or before the 30th day following the court's decision.

5.3 Any entry presented to the court for signature without endorsement by all counsel or parties shall contain the certification that the entry was served upon opposing counsel or opposing parties and that the time for objection has expired.

5.4 If no entry or request for hearing is received by the court within 30 days of decision, then the court may dismiss the matter, order the Clerk to enter judgment in accordance with the decision rendered, or take other appropriate action.

5.5 Any entry affecting a pending matter that has been set for a hearing, arbitration, or mediation shall be delivered to the Assignment Office for cancellation of the hearing. Delivery of a copy of the entry satisfies this Rule.