

Instructions for Settlement hearings before Judge Spence in the Lex. Co. Master In Equity Court

- You will need to e-mail the MIE court staff (see below) to schedule a settlement hearing.

- If the case is for a minor settlement and the minor is to receive more than \$15,000.00 you **must** have a conservator appointed by the Probate Court prior to scheduling the hearing.

- Orders are to be e-mailed no later than 5 days **AFTER** the hearing along with a record of hearing in Word document format. **Please do not e-file or e-mail prior to the hearing.**

Please type Judge Spence's name and title at the bottom of the settlement order (no signature line) so that the clerk of court will know to put the order in his que.

Example:

IT IS SO ORDERED

James O. Spence
Special Circuit Court Judge

Signature page to follow

E-mail to: Gail Faircloth (gfaircloth@lex-co.com)
and
Leslie Shealy (lshealy@lex-co.com)