



Frequently Asked Questions First Chancery Court District of Mississippi

The following information should not be relied upon as legal advice, and is intended only for general procedural guidance in setting cases before Chancellors Mask, Malski and Hatcher. You are required to refer to applicable statutes, court rules and law in order to be certain that all legal and procedural requirements have been met in any given circumstance. The Court Administrator's Office is prohibited from giving legal advice.*

1. What form do I use for an Order for Setting?

You can refer to an example by following this link: [SAMPLE ORDER](#).

2. What can I expect after I have faxed the Order to the Administrator's Office?

The usual procedure is for the Administrator's Office to treat the fax as an original, execute the order and then return it by fax to the attorney or party presenting the order. It is the presenting attorney/party's responsibility to serve a copy of the order on other interested parties/counsel in accordance with court rules. Please make certain that a fax number appears on the order itself for ease in return of the order. Our fax number is (662) 680-6057.

3. The Judge personally signed my order, so why don't I see it on the docket?

In situations where a Chancellor directly signs an Order containing a setting date, the attorneys or parties should provide a copy to the Administrator's Office for docketing. There is currently no automatic way to include such a matter on the docket unless a copy is provided to the Administrator.

4. What time does court start?

The Judges generally call the docket for all cases at 9:30 a.m. Cases are then generally heard in the order they appear on the docket, or as the Judge directs.

5. What are the locations of the courtrooms in the District?

Hearings are generally held in the following locations:

Aberdeen:	Courtroom of the Monroe County Chancery Building.
Amory:	Courtroom of the City-County Government Complex Building.
Booneville:	Courtroom of the Prentiss County Courthouse.
Corinth:	Courtroom of the Alcorn County Chancery Building.
Fulton:	Courtroom of the Itawamba County Courthouse.
Iuka:	Courtroom of the Tishomingo County Courthouse.
New Albany:	Courtroom of the Union County Chancery Building.
Pontotoc:	Courtroom of the Pontotoc County Chancery Building.
Tupelo:	Chancery Courtroom of the Lee County Justice Center, 3 rd Floor.

6. Are there local court rules for the District?

Yes. Please refer to Local Rule 1 for information including but not limited to local judge assignments. ([CLICK HERE FOR LINK TO AMENDED LOCAL RULE 1](#))

7. How can I find out more about local judge assignments?

Please refer to Local Rule 1. The Clerks in the various counties in the district make the assignments, which are designated in cause numbers as follows:

M -	Chancellor Jacqueline Estes Mask
L -	Chancellor Talmadge D. Littlejohn
MM -	Chancellor Michael Malski
H -	Chancellor John A. Hatcher

8. Can the Administrator sign my order, or must the Chancellor personally sign it?

If your Order contains anything other than language that simply sets the matter for hearing, then the assigned Chancellor will be required to personally sign the order, which may cause a delay in the return of the order to you. For example, the Administrator would not sign an order that makes any finding(s) or orders any party to do a particular thing. Also, if your setting date is less than seven days from the date of your request for the setting, then approval will have to be obtained from the appropriate Chancellor. For Orders of Continuance, the Administrator will sign an Order if the continuance is to a date certain. The appropriate Chancellor will be required to sign the order if the continuance is “until further notice.”

9. What can I do to be certain that my matter is a first setting?

If the online calendar indicates no settings for a particular date, then you can probably be listed first on the docket. However, dozens of new orders are received each day, so it is prudent to call the Administrator’s Office to verify that nothing new has been set for your requested date.

** Judge Littlejohn’s staff will answer questions concerning his procedures and dockets at (662) 534-6835. Judge Littlejohn’s web site is located at www.msfirstchancerycourt.com.*