

Judge Mobley is one of two judges who handle all cases under the jurisdiction of the County Court, including Civil, Small Claims, Traffic, and Misdemeanor Criminal cases. Judge Mobley handles first appearance the week she is on the criminal bench. Judge Mobley also handles one-half of the Juvenile Delinquency cases as well as all Family/Child in Need of Service matters.

THE COURT DOES NOT AUTOMATICALLY RECEIVE MOTIONS FILED ON THE CLERK'S DOCKET. ANY MOTION TO BE CONSIDERED BY THE COURT MUST BE EMAILED TO THE JUDICIAL ASSISTANT.

SCHEDULING:

Attorneys requesting a hearing must do so by email. Submit a request to the Judicial Assistant at Bishopm@clayclerk.com and include the case style, case number, type of hearing, and how much time is requested.

CIVIL HEARINGS:

All Civil hearings shall be conducted IN PERSON. Attorneys and Litigants requesting to appear via Zoom must do so by written motion and proposed order showing good cause at least five days prior to the hearing. You must be capable of attending your hearing with audio and video if you request to appear via Zoom.

WRITS, ORDERS & FINAL JUDGMENTS:

Unless otherwise ordered, all agreed/unopposed proposed orders shall be submitted through the e-portal. Please visit the Fourth Circuit website for additional instructions and a sample form order: <https://www.jud4.org/Proposed-Orders-EFiling.aspx>.

The motion must appear on the Clerk's docket prior to submitting a proposed order.

Consent or agreed motions shall state such in the motion.

The Court's signature page shall contain substantive language, not just a signature page, and allow sufficient space for an electronic signature.

Pro Se Parties/Mailing Orders: If a party has not filed a Notice of Designation of Email Address, the Court cannot e-serve the party as the sole means of service. The order's certificate should reflect "Counsel to mail copies to:" and counsel shall mail copies of the conformed order to the parties.

Where permitted by Rule, Counsel shall be responsible for mailing conformed copies of any order that requires service by mail in which stamped envelopes have not been provided by counsel to the Court. Certificate of service should reflect such as noted above.

Orders submitted in a format that makes modification of the Order difficult, or that does not follow the above-stated format will be returned for amendment.

MEDIATION FOR COUNTY CIVIL CASES AND EVICTIONS:

Cases in which a complaint for Eviction alleges damages (count II) will be required to attend mediation prior to setting a trial. If a Defendant fails to appear for mediation, a default may be entered against him/her. If a Plaintiff fails to appear, the case may be dismissed.

Parties to all county civil cases who wish to participate in mediation but are unable to agree on a mediator should motion the Court to appoint a mediator.

CRIMINAL

All Criminal hearings will be conducted in person.

If you are late to the proceedings, your hearing may be rescheduled.

APPEARANCE OF RETAINED COUNSEL:

Upon filing a notice of appearance/waiver of appearance/plea of Not Guilty, counsel is not required to appear at Arraignment. The case will automatically be passed to the private attorney pretrial date two weeks after the Arraignment. Private Attorney Pretrials are held on Tuesdays at 1:30 p.m. when Judge Mobley is on the criminal bench. Upon request, other dates may be available.

CONTINUANCES IN ALL CASES:

Motions for Continuance must be made in writing and submitted at least 48 hours in advance of the scheduled hearing.

PRO SE LITIGANTS:

At this time, the Court is still accepting paper documents from Pro Se litigants. All filings must be typed or in legible handwriting.

SMALL CLAIMS COURT:

Pro se small claims litigants will attend mediation in person on the day of the small claims pretrial conference.

Debt collector cases will receive a case management order when the case is filed. If the parties wish to engage in mediation, it must be completed prior to the pretrial conference date. If the mediation date is after the scheduled pretrial conference, Plaintiff must file a motion to continue at least five (5) days prior to the pretrial conference or mediation will be forfeited and the case will not be continued. Defendants should plan to attend the scheduled pretrial conference unless they receive an order continuing the case for mediation.

JUVENILE DELINQUENCY:

Juvenile Court is conducted on Wednesdays when Judge Mobley is on the criminal bench. Hearings are in person unless otherwise notified.

Please note that Judges are barred by Judicial Ethics from speaking with individuals about specific cases outside of a formal hearing. Judges are prohibited from dispensing legal advice. Likewise, the Judicial Assistant cannot dispense legal advice.