

**JUDGE LANCE M. DAY  
DIVISION FM-G  
Hearing Room 708**

**\*Updated 12/21/2018**

**Ex-Parte Dates 2019  
Time: 8:30 – 10:00 a.m.**

**January 8,9  
February 5, 6  
March 5, 6**

\*Please visit the Courts Web site frequently to confirm that changes have not been made to Ex-Parte days.

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**PLEASE TAKE NOTICE:**

All uncontested dissolutions **MUST** have a checklist fully completed before presenting your case to the Judge. Uncontested dissolutions can be handled during Ex Parte. Default final hearings and consents with rotating custody must be set on the calendar for a 10 minute hearing. These matters cannot be handled during Ex Parte.

**Copies of pleadings, Notice of Hearing, etc.:** Copy of Notice of Hearing Required. Make sure your original is filed timely, with the Clerk's office so that the current pleadings are placed in the court file. Memorandum of Law is the exception.

**Continuance of Trial :** If an Order Setting Non-Jury Trial has been entered and one party requests a continuance, and the continuance is granted, the party requesting the continuance prepares a one page order granting continuance with the new trial week and pre-trial conference date and time.

**Temporary Needs/Post Judgment Hearing Information**

**Effective January 1, 2011, there is a new procedure to request a Temporary Needs/Post Judgment Hearing.**

**ATTENTION  
NEW POLICY IN EFFECT FOR SCHEDULING HEARINGS WITH  
MAGISTRATES  
(INCLUDING TEMPORARY NEEDS/POST JUDGEMENT HEARING)  
DEDICATED SCHEDULING PHONE NUMBER  
(904) 255-1180  
Monday through Friday 9:00a.m. - 4:00p.m.**

Prior to calling to schedule a hearing, attorneys **MUST**:

Have filed the appropriate pleading or motion to be heard.

Have served the opposing party with the pleading or motion.

When calling the scheduling phone number you must have the opposing party's attorney's office on the line. It is the attorney's obligation to obtain an Order of Referral to the Magistrate from the Circuit Judge in the Division your case is assigned and have timely served on opposing party.

Thank you for your cooperation.

**FYI:** If child support is to be paid through the State of Florida Disbursement Unit (SFDU), only provide a copy of the order for the Domestic Relations Depository (DRD), none for SFDU. This order will be routed inner-office at the Courthouse. The DRD sets up and modifies all accounts from Final Judgments and/or Orders entered. The SFDU only receives and disburses money.

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