

**FORECLOSURE MATTERS (DIVISION FC-B)  
REQUEST FOR HEARING TIME AND DATE**

Requesting Law Firm: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Firm Contact Person, telephone number and e-mail address

\_\_\_\_\_  
Local Counsel, telephone number and e-mail address

**ORDERS SETTING NON-JURY TRIAL MUST BE SUBMITTED TO THE COURT IMMEDIATELY AFTER SCHEDULING THE NON-JURY TRIAL. ALL NOTICES OF HEARING SERVED ON AN OPPOSING PARTY MUST STATE THE NAME AND TELEPHONE NUMBER OF LOCAL COUNSEL ON THE CASE(S), IF ANY, IN ADDITION TO FIRM COUNSEL. FIRM AND LOCAL COUNSEL ARE AUTHORIZED TO RESCHEDULE ANY CONFLICTS WITH OPPOSING COUNSEL AND SUBMIT THE REQUEST TO THE COURT. ANY CONFLICT IN DATE/TIME MUST BE RESOLVED BY PLAINTIFF'S COUNSEL AND COMMUNICATED TO THE COURT.**

**Listed case number and names of Plaintiff(s) and Defendant(s): Please provide how many minutes you need and the type of motion to be heard. If there is opposing counsel, please list their name, telephone number and email address for the Court. If you have multiple cases, please use a separate form.**

Case number: \_\_\_\_\_

Case style: \_\_\_\_\_

Motion/Notice: \_\_\_\_\_

Date Motion/Notice filed: \_\_\_\_\_

Amount of time requested: \_\_\_\_\_

Plaintiff's attorney, telephone number, e-mail: \_\_\_\_\_

Defendant's attorney, telephone number, e-mail: \_\_\_\_\_

**To be filled out by the Court**

HEARING(S) SET FOR: **Courtroom 604, 6<sup>th</sup> Floor  
Duval County Courthouse  
501 W. Adams Street, Jacksonville, FL 32202**

**PLEASE RETURN TO THE COURT BY E-MAIL AT [FCRAMER@COJ.NET](mailto:FCRAMER@COJ.NET)**

Reason(s) why the below listed case(s) could not be set for hearing at this time:  
\_\_\_\_\_  
\_\_\_\_\_

Miscellaneous: \_\_\_\_\_

Please save this document as your own Word document for all future uses. After completely filling out this form, please e-mail back to the Court and we will reply with your hearing date(s) and time(s).

**\*\*It is the responsibility of the Plaintiff to expeditiously schedule ALL REQUESTS FOR PRE-TRIAL/HEARINGS AND MOTIONS immediately upon learning of same.**