

**HONORABLE JAMES E. KALLAHER**  
**HEARING ROOM 745**  
**DIVISION FM -D**  
**DUVAL COUNTY COURTHOUSE**

**Quick Facts**

Ex Parte Hearings		Time Certain Hearings	
Pros	Cons	Pros	Cons
<ul style="list-style-type: none"><li>• Early availability</li><li>• No court approval necessary</li></ul>	<ul style="list-style-type: none"><li>• Zoom is not allowed</li><li>• Limited to 5-minutes</li><li>• No evidentiary hearings</li></ul>	<ul style="list-style-type: none"><li>• Zoom allowed</li><li>• In-Person allowed</li><li>• No time limit</li></ul>	<ul style="list-style-type: none"><li>• Delayed availability</li><li>• Court approval required</li><li>• Motion to Set, if over 1 hour</li></ul>

**Document Submissions**

<ul style="list-style-type: none"><li>• Bring to the hearing</li></ul>	<ul style="list-style-type: none"><li>• If under 10 pages, email three (3) days prior to hearing</li><li>• If over 10 pages, deliver to Court three (3) days prior to hearing</li></ul>
--	---

**Note: Evidentiary hearings must be heard in person**

**Submissions & Questions**

**\*Please read all information prior to contacting\***

Judicial Assistant  
Leigh Lucroy  
lucroyl@clayclerk.com

Actions & Requirements			
	Appearances	Must be:	
<b>Cancellations</b>	Zoom	<ul style="list-style-type: none"> <li>Noticed to the Court and opposing party three (3) days prior to hearing/trial</li> <li>Filed as a Notice of Cancellation, if approved</li> <li>Scheduled for a hearing if opposed</li> </ul>	
<b>Continuances</b>	Zoom In-Person	<ul style="list-style-type: none"> <li>Consented to by both parties</li> <li>Scheduled for a hearing if opposed</li> </ul>	
<b>Emergency Motions</b>	Zoom In-Person	<ul style="list-style-type: none"> <li>Verified/Sworn by the movant &amp; signed by counsel</li> <li>Accompanied with a UCCJEA, if applicable</li> <li>Filed with the Clerk of Court, [Rule 1.610&amp;12.610(a)]</li> </ul>	
<b>Motions to Compel</b>	Zoom In-Person	<ul style="list-style-type: none"> <li>Accompanied with a certificate at the end of the motion</li> <li>Accompanied with the attorney's signature</li> </ul>	
<b>Motions for Contempt</b>	In-Person	<ul style="list-style-type: none"> <li>Heard in person with both parties in attendance</li> </ul>	
<b>Motions to Set</b>	Zoom In-Person	<ul style="list-style-type: none"> <li>Scheduled if hearing is over 1-hour</li> </ul>	
<b>Pre Trial Conferences</b>	Zoom In-Person	<ul style="list-style-type: none"> <li>Submitted at the Pre-Trial Conference</li> </ul>	
<b>Temporary Needs</b>	Zoom In-Person	<ul style="list-style-type: none"> <li>Scheduled with the Magistrate's office by contacting (904) 255-1180</li> </ul>	
<b>Trials</b>	In Person	<ul style="list-style-type: none"> <li>Completed by the party requesting the trial</li> <li>Submitted prior to or during the Motion to Set hearing</li> <li>Provided to the mediator, time-sharing evaluator, or social investigator</li> </ul>	
		<b>Exhibits</b> <i>(submitted three (3) days prior to trial)</i>	
		<b>If Under 10 pages</b>	<b>If Over 10-pages</b>
		<ul style="list-style-type: none"> <li>Emailed to the JA</li> </ul>	<ul style="list-style-type: none"> <li>Delivered to the Court's receptionist desk</li> </ul>

Documents to Waive In-Person Appearances	
<b>Consent Final Judgments</b>	<ul style="list-style-type: none"> <li>• Checklist for Uncontested Dissolutions</li> <li>• Checklist for Entry of Final Judgment without Personal Appearance</li> <li>• Motion and Waiver Requesting Ex Parte Final Hearing with Sworn Testimony (<i>"Affidavits"</i>)</li> <li>• Proposed Order</li> <li>• Child Support Guidelines and Putting Children First (if applicable)</li> <li>• Petitioner's ID</li> </ul>
<b>Paternity &amp; Modifications</b>	<ul style="list-style-type: none"> <li>• Checklist for Paternity Cases and Modifications</li> <li>• Motion and Waiver Requesting Ex Parte Final Hearing with Sworn Testimony (<i>"Affidavits"</i>)</li> <li>• Proposed Order</li> <li>• Child Support Guidelines and Putting Children First (if applicable)</li> <li>• Petitioner's ID</li> </ul>
Orders	
<b>Proposed Orders</b>	<ul style="list-style-type: none"> <li>• Word documents only</li> <li>• Must be accompanied with a cover letter</li> <li>• Opposing counsel must consent to the terms of the order</li> </ul>
<b>Orders of Referral</b>	<ul style="list-style-type: none"> <li>• Word documents only</li> <li>• Notification to the JA <i>prior</i> to contacting the Magistrate is strongly preferred</li> </ul>
<b>QDROs</b> (Qualified Domestic Relations Orders)	<ul style="list-style-type: none"> <li>• Must be signed by each party and counsels, if any</li> <li>• Must contain notarization</li> </ul>
<b>Child Support</b> (Final Judgments)	<p><b>Must contain the following:</b></p> <ul style="list-style-type: none"> <li>• Recipient's name and address;</li> <li>• Children's full names and DOBs;</li> <li>• Child support amounts with START date;</li> <li>• Stepdown and termination dates;</li> <li>• Pay periods of payor; and</li> <li>• Payment through SDU until IDO/IWO is entered</li> <li>• If deviation is present, a reference to Order granting same.</li> </ul>