

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

Document Submissions

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

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