

**JUDGE WADDELL WALLACE III**  
**FOURTH JUDICIAL CIRCUIT OF FLORIDA**  
**CIVIL DIVISION CV-A**  
**HEARING ROOM 743**

Duval County Courthouse  
501 W Adams Street  
Jacksonville, FL 32202

**Sheryl Evans, Judicial Assistant**

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**PROCEDURES FOR UNIFORM MOTION CALENDAR**

- 1.** Motions heard during the Uniform Motion Calendar must be non-evidentiary.
- 2.** Hearing times are limited to ten minutes per case, 5 minutes per side. The 10 minutes include the time necessary for the judge to review any associated documents.
- 3.** The types of motions suitable for hearing on the UMC calendar include simple motions, such as motions to strike affirmative defenses, to amend pleadings, discovery motions, protective orders, objections to CME, etc. UMC is available to pursue uncontested summary final judgement for liquidated damages, including attorney's fees and costs after a default, based upon a proper motion with supporting documentation.
- 4.** The moving party is responsible for filing and serving the notice of hearing.
- 5.** These hearings must be set no later than one week in advance of the scheduled date.
- 6.** Hearings will be conducted on a "first come, first served" basis in Hearing Room 743 in the Duval County Courthouse.
- 7.** Zoom attendance is permissible without prior consent of the Court, but priority will be given to in-person attendees. If attending via Zoom, parties and counsel are required to appear on camera.
- 8.** If you choose to attend by Zoom, be advised that the Court will host the videoconference and you must file your notice of hearing with the Court's Zoom credentials:

<https://zoom.us/j/6971205318>

**Meeting ID: 697-120-5318**

Eastern Standard Time

Dial by time zone: Meeting ID: 697 120 5318

US Toll-free 833 548 0276

US Toll-free 888 475 4499

1-786-635-1003 US (Miami)

9. At least three business days before the hearing, a copy of the notice of hearing, with the appropriate filings attached, shall be forwarded to the Court, marked “Uniform Motion Calendar.”
10. If the Court determines the motion will require more than the allotted 10 minutes, the parties will be directed to reschedule the hearing on the court’s regular hearing calendar.
11. Counsel must certify in the notice of hearing and the motion to be heard that counsel has attempted to resolve the subject of the motion prior to seeking judicial intervention.
12. Occasionally, it may become necessary for the Court to cancel the Uniform Motion Calendar. It is strongly recommended that counsel check with the Court a few days before the UMC to ensure the hearing date has not been cancelled.

**UNIFORM MOTION CALENDAR DATES:**

October 21<sup>st</sup>, 2025, 3:00 PM – 4:00 PM

November 18<sup>th</sup>, 2025, 3:00 PM – 4:00 PM

December 16<sup>th</sup>, 2025, 3:00 PM – 4:00 PM

January 5<sup>th</sup>, 2026, 3:00 PM – 4:00 PM