

JUDGE ROBERT M. DEES

Circuit Civil Division CV-C
Foreclosure Division FC-C

Duval County Unified Courthouse
501 W. Adams Street, Suite 7259
Jacksonville, Florida 32202

Linda Blackman, Judicial Assistant
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Hearing Room 734 (Division CV-C)
Courtroom 609 (Division FC-C)

Website: <http://www.jud4.org>

CV-C (CIVIL PROCEDURES)

SETTING CASES FOR TRIAL:

1. E-file a Motion to Set Case for Trial (jury or non-jury trial).
2. After the Motion to Set Case for Trial appears on the Clerk's docket, email the Motion and a completed Trial Set Memorandum for Division CV-C to lblackman@coj.net and copy all other attorneys and pro se parties.
3. The Trial Set Memorandum can be found on the Court's website. As noted on the form, please include telephone numbers and email addresses for counsel and e-filing addresses, as well as the name and e-filing address of the mediator chosen by the parties. **All sections of the Trial Set Memorandum must be completed. Please type or print clearly.**
4. The Judicial Assistant will provide via email available trial dates and will prepare the trial Order once all required information is received.
5. When a case settles, please contact the Judicial Assistant **ASAP** to have the case removed from the trial docket.

EX PARTE HEARINGS:

Ex parte hearings are currently suspended. Motions to set for trial are being handled by email only. All other ex parte matters will be handled by hand delivery, mail or email.

SETTING HEARINGS FOR PENDING MOTIONS:

The motion must appear on the docket prior to requesting hearing time. The party requesting the hearing can email the Judicial Assistant and copy the assistant(s) for opposing counsel or pro se party. Please provide the case number in the subject line of the email and in the body of the email provide the motion(s) to be set for hearing and how much time is being requested. The Judicial Assistant will respond to all with available hearing dates/times. PLEASE NOTE: HEARING DATES/TIMES PROVIDED ARE NOT HELD AND MAY BE GIVEN TO OTHERS. HEARING DATES/TIMES ARE NOT SECURED UNTIL CONFIRMATION IS SENT FROM THIS OFFICE.

If the parties come to an agreement to add a motion to an already scheduled hearing, this agreement must be properly communicated with the Court. A confirmation email must be received from this office that the motion has been added before a notice of hearing is filed.

When counsel file a motion to compel and notice of hearing, counsel must comply with First Amended Administrative Order 88-2.

CANCELLATION OF HEARING:

When canceling a hearing that you have set, email the Judicial Assistant and copy opposing counsel's office notifying the Judicial Assistant of the cancellation. DO NOT assume the hearing is automatically removed from the Court's calendar. If you do not receive an email confirming the cancellation, please try contacting the Judicial Assistant again. **A Notice of Cancellation that has been e-filed with the Clerk is not sufficient notice of a cancellation. Cancellation of a hearing MUST be confirmed by the Judicial Assistant.**

COURTESY COPIES:

Courtesy copies (hard copies) of all Court filings pertaining to a motion set for a time certain scheduled hearing **MUST be provided to the Court no later than the date included in the Judicial Assistant's email confirming the scheduled hearing. Courtesy copies of each filing should be stapled or submitted in a binder and hand delivered with a cover letter or mailed with a cover letter.** All opposing counsel/unrepresented parties must be copied with the letter and the enclosure(s) if the enclosure(s) were not previously provided through the e-portal/service of process and specify in letter. Not complying with the Court's request for copies may result in the hearing being cancelled without notice.

EMERGENCY MOTION/MOTION FOR REHEARING/MOTION FOR NEW TRIAL:

The motion must first be e-filed with the Clerk of Court. The Court requires a copy for review to be delivered to the office by mail, hand delivery or email. However, any large documents (over 20 pages, including attachments) must NOT be emailed. If any party would like a hearing set on the motion, that party will contact the Judicial Assistant consistent with the instructions above.

PROPOSED ORDERS AFTER A HEARING:

Proposed orders after a hearing are to be timely submitted in Word format to the Judicial Assistant via email with opposing counsel/unrepresented party copied. The email should include **a cover letter to the Court signed by counsel** stating that opposing counsel/unrepresented party has been provided with the same materials being provided to the Court, the date of the hearing and whether opposing counsel/unrepresented party agrees with the language of the proposed order. The order service list must contain e-filing addresses for opposing counsel/unrepresented party. If an unrepresented party does not receive e-filings, counsel must immediately mail or hand deliver to the Court an addressed, stamped envelope.

If counsel does not have an email address for an unrepresented party, counsel must mail or hand deliver the proposed order and letter to the Court consistent with the instructions above.

PROPOSED ORDERS WITHOUT A HEARING:

Proposed orders can be submitted to the Court once the unopposed motion, joint stipulation, etc. appears on the docket, and can be submitted via email in Word format, mail or hand delivery, **with a cover letter to the Court signed by counsel**, which must be copied to opposing counsel/unrepresented party. A courtesy copy of the unopposed motion, joint stipulation, etc. related to the proposed order must be provided. However, any documents over 10 pages, including attachments, must NOT be emailed. The letter must state that opposing counsel/unrepresented party has been provided with the same materials being provided to the Court and whether opposing counsel/unrepresented party agrees with the language of the proposed order. The service list on the order must contain e-filing addresses for opposing counsel/unrepresented party. If an unrepresented party does not receive e-filings, counsel must immediately mail or hand deliver to the Court an addressed, stamped envelope.

If counsel does not have an email address for an unrepresented party, counsel must mail or hand deliver the proposed order and letter to the Court consistent with the instructions above.

FC-C (RESIDENTIAL FORECLOSURE PROCEDURES)

Motions and non-jury trials in residential mortgage foreclosure cases may be scheduled by emailing to the Judicial Assistant a completed Request for Hearing Time and Date form, which can be found on the Court's website.

5. Please use the Request for Hearing Time and Date form specific for Division FC-C and email your request copying opposing counsel, if any.

6. The Judicial Assistant will respond via email with the hearing/trial date and time.

7. The requesting party is responsible for noticing the hearing. All hearings will be by telephone or video conference until further notice.

8. An Order Setting Non-Jury Trial must be submitted to the Court via hand delivery or U. S. mail after scheduling the non-jury trial. The order must be accompanied with a letter signed by counsel, which must be copied to opposing counsel/unrepresented party. Sufficient copies of the order are to be provided along with addressed, stamped envelopes for unrepresented parties not receiving e-filings. The Judicial Assistant will e-file the order once signed by the Judge.