

**JUDGE DAWN K. HUDSON
COUNTY COURT DIVISION Q
DUVAL COUNTY COURTHOUSE
501 WEST ADAMS STREET
SUITE 7164
JACKSONVILLE FL 32202**

GENESE STAPLES
JUDICIAL ASSISTANT
904-255-1363
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HEARING ROOM 725

**GENERAL SCHEDULING AND PROCEDURES
FOR CIVIL DIVISION CC-Q
(Updated October 2023)**

SCHEDULING A HEARING

- ✓ To set a hearing, please contact the Court's Judicial Assistant, Genese Staples (GStaples@coj.net). Email is preferred. The judicial assistant may be reached by telephone at 904-255-1363.
- ✓ The Motion must be e-filed with the Clerk's office PRIOR to requesting hearing time. Opposing counsel shall be copied on any communication with the Judicial Assistant.
- ✓ Be sure to include: the case number, how much time is requested and what motion/motions are to be heard.
- ✓ The Judicial Assistant will respond promptly to all parties with available hearing times. REMEMBER: hearing times are not guaranteed until confirmed with the Judicial Assistant.
- ✓ The party requesting the hearing is responsible for preparing the hearing notice.
- ✓ If the matter SETTLES, please notify the Judicial Assistant immediately via email (NOT just by filing notice of settlement/dismissal with the Clerk).

NOTICE OF HEARING

- ✓ The party requesting the hearing shall punctually file the notice of hearing setting forth the following:
 - Time and Date of the hearing.
 - Motion/Motions and/or all matters to be heard.
 - Amount of time that has been reserved with the Judicial Assistant.
 - ZOOM information including Meeting ID OR physical address including hearing room IF the Court has authorized in person appearance.
 - Judge Hudson's ZOOM Meeting room ID is 262-722-9756. No password is required.

CANCELLING A HEARING

- ✓ A hearing scheduled by the Court may ONLY be cancelled by the Court.
- ✓ A hearing requested by a party may only be cancelled by that party.
- ✓ A notice of cancellation MUST be filed with the Clerk and emailed to the Judicial Assistant.
- ✓ **BE ADVISED UNLESS ALL OF THE MATTERS AT ISSUE THAT WERE SCHEDULED FOR HEARING HAVE BEEN RESOLVED BY THE PARTIES, THE COURT DOES NOT PERMIT UNILATERAL CANCELLATION OF THE HEARING WITHOUT COURT APPROVAL.**

MOTIONS AND PROPOSED ORDERS

- ✓ Efforts must be made prior to filing, or upon receipt of a motion, to contact the opposing side to determine if the matter can be resolved in whole or in part.
- ✓ Notice of Substitution of Counsel or Motion to Withdraw as Counsel: Absent written consent of the client, a hearing is required. See Fla. R. Gen. Prac. & Jud. Admin. 2.505. Any written consent must be e-filed.
- ✓ Agreed Orders-it is the responsibility of the parties to ensure the appropriate stipulation or other supporting documentation confirming said agreement are e-filed with the Clerk PRIOR to submitting an AGREED order for the Court's consideration.

WRITTEN SUBMISSIONS IN ADVANCE OF HEARINGS:

- ✓ The Court will consider a memorandum of law supporting or opposing a motion or matter to be heard.
- ✓ Any party who wishes the Court to consider a memorandum prior to the hearing shall submit it to the Judicial Assistant via email while copying the same to the opposing Counsel, or party if unrepresented, at least three (3) business days prior to the hearing.
- ✓ NOTE- if more than 20 pages are being submitted for the Court's consideration, a hard copy must be provided via hand-delivery or U.S. Mail or other delivery service at least five (5) days prior to the hearing.

Civil Hearings are set via ZOOM unless otherwise noted on the Order setting hearing. Either party may request that a hearing be set in-person, and the Court will enter an Order granting or denying that request. The ZOOM information shall be listed on the Hearing Notice.

PROPOSED ORDERS WITHOUT A HEARING

- ✓ Proposed orders without a hearing may be submitted with the accompanying Motion to the Court via email to the Judicial Assistant or via e-portal with copies to opposing party/parties.
- ✓ The Motion **MUST** state whether the opposing party consents to the relief **AND** the language listed in the proposed Order.
- ✓ All consent Orders **MUST** state **AGREED** or **CONSENT** in the title caption of the proposed Order.

EX-PARTE COMMUNICATIONS

- ✓ Any communication with the Court generally requires that it be in the form of a pleading, motion, notice, stipulation, or other document authorized by the particular rules of procedure and should be e-filed with the Clerk.
- ✓ Unsolicited letters, emails or communications of any type should **NOT** be sent to the Court. The Judicial Assistant is not permitted to relate to the Court the contents of a conversation which would be considered an improper ex-parte communication with the Court.

- ✓ Unrepresented or Pro Se parties: any requests must be made by filing a motion (handwritten or typed) with the Clerk.