

**JUDGE MARIANNE L. AHO - DIVISION A
76347 Veteran's Way
Yulee, FL 32097**

**Jennifer Keen, Judicial Assistant
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**DATES & TIMES may be obtained from the JA Jennifer Keen via
email: Jlkeen@coj.net**

Please visit the Court Website (<http://www.jud4.org/Ex-ParteProcedures-and-Dates.aspx>) frequently to confirm that changes have not been made.

These procedures are not all inclusive. If you cannot find a topic that answers your questions, please email the J.A.

DIVISION PROCEDURES

Setting Hearings: Hearings may be set by contacting the Judicial Assistant. **Please schedule hearings via e-mail.** Please include **all (including pro se)** interested parties in the e-mail when requesting dates and include the amount of time you are requesting for your hearing. The JA will not be able to resolve disputes regarding when a matter should be placed on the calendar. **PLEASE DO NOT ASSUME THE HEARING IS AUTOMATICALLY SCHEDULED UNTIL YOU RECEIVE CONFIRMATION FROM THE JA. If materials for the hearing are collectively over 20 pages, please have a binder delivered to the courthouse no later than one week prior to the hearing.**

Setting A Case For Trial: (1) File a Motion to Set Case for Trial (whether jury or non-jury) when case is at issue. (2) Complete a Trial Set Memorandum. (3) Choose and agree on a Trial date. (4) Email the Motion to Set, Trial Set Memo, and agreed upon Trial date to JA.

1. Moving/Requesting party must:

- a Complete Trial Set Memorandum form located on the Court's Website. Stamped, addressed envelopes are only needed if there are pro se parties involved.
2. Should a telephonic appearance be requested by an out-of-town attorney, the JA must be notified in advance of the hearing. Additionally, the attorney appearing by telephone is required to provide a courtesy copy of the Notice of Hearing to the JA so the JA can be aware of the incoming call. **Only one line may be transferred into the Hearing Room, so multiple attorneys appearing by phone must arrange one conference call to include all others participating.**

Preparing Trial Order: The Judicial Assistant will prepare the first trial order, which includes the Pre-Trial Conference date and the Mediator's name. ***If the trial is continued, it is the responsibility of the Plaintiff's attorney to prepare any Amended Trial Orders.***

*****IF A CASE SETTLES, IMMEDIATELY CONTACT THE JUDICIAL ASSISTANT TO REMOVE FROM THE TRIAL DOCKET. *****

Emergency Motions: The original motion should be properly filed with the Clerk. The Court requires a copy for review to be delivered to the office either by hand delivery, or email. However, any large documents (more than 20 pages, including attachments) must NOT be emailed. Each request will be reviewed by the Court to determine whether it is deemed an emergency. The JA will contact the attorney(s) if it is necessary to set a hearing.

A. **Cancellation of Hearings:** **Only the party setting a hearing may cancel it.** When cancelling a hearing, please call the Court with opposing counsel's office on the line. You may also email the Judicial Assistant and copy opposing counsel notifying the Judicial Assistant of the cancellation.