



JUDGE KATIE L. DEARING

Fourth Judicial Circuit Court of the State of Florida
Foreclosure Division FC-B

Duval County Courthouse
501 W. Adams Street, Suite
Jacksonville, Florida 32202
(904) 255-1246

Frances Salomon, Judicial Assistant
Email: fsalomon@coj.net

Courtroom 604

Website: [HTTP://www.jud4.org/ex-parte-procedures-and-dates](http://www.jud4.org/ex-parte-procedures-and-dates)

FC-B (RESIDENTIAL FORECLOSURE PROCEDURES)

1. Motion hearings and non-jury trials in residential mortgage foreclosure cases may be scheduled by emailing to the Court a completed Request for Hearing Time and Date form. A Request for Hearing Form is available in Microsoft Word format on the Court's website above.
2. Please use the Request for Hearing Time and Date form specific for Division FC-B and email your request to fsalomon@coj.net, copying opposing counsel, if any.
3. Upon receiving the Request for Hearing Time and Date form, the Court will respond via email with the hearing/trial date and time. The requesting party is responsible for filing and serving a proper Notice of Hearing.
4. All hearings will be held in **Courtroom 604** unless otherwise indicated.

5. Upon the scheduling of a non-jury trial, the requesting party must provide to the Court a proposed Order Setting Non-Jury Trial via electronic mail (Microsoft Word format), hand-delivery or U. S. mail. The proposed Order must be accompanied with a cover letter, which is copied to all opposing counsel/unrepresented parties. Sufficient copies of the proposed Order must be provided along with addressed, stamped envelopes for unrepresented parties not receiving e-filings. The Court will e-file the Order once entered. Counsel will receive the Order through the e-portal.

6. **TELEPHONIC APPEARANCES ARE NOT ALLOWED** in foreclosure court. You must personally appear or have local counsel appear.

7. Consent Motions that do not require a hearing may be sent to the Court via email, along with a proposed Order addressing same. The Proposed Order must be in Microsoft Word format. If the proposed Order is entered by the Court, the Court will e-file the Order, which will be provided to counsel through the e-portal. **It is the Plaintiff's responsibility to serve copies to all parties that are not on the e-filing portal.**