

JUDGE WADDELL A. WALLACE III
FOURTH JUDICIAL CIRCUIT OF FLORIDA
CIRCUIT CIVIL DIVISION- CV-A

DUVAL COUNTY COURTHOUSE
501 West Adams Street, Room 7207
Jacksonville, FL 32202
Hearing Room: 743

IVETTE ROLDAN, JUDICIAL ASSISTANT
Telephone: (904) 255-1252
EMAIL: ROLDANI@COJ.NET

WEBSITE: <https://www.jud4.org/ex-parte-dates-judge-s-procedures/duval-judges>

JUDICIAL PRACTICES AND PROCEDURES

INTRODUCTION

Rule 1.010 of the Florida Rules of Civil Procedure and the Rules of Judicial Administration encourage the speedy, just and inexpensive determination of every action, and impose on the trial court the duty to monitor and manage the docket in order to achieve this goal. These policies and procedures are published to assist counsel or pro se parties appearing in Division FC-A by addressing routine questions and issues that arise while litigating and trying cases. These procedures will be revised/updated periodically. They are not intended to relax or supplant the Florida Statutes, the Florida Rules of Court, local rules of Court, administrative orders, case specific court orders, the Rules Regulating Florida Bar (including, without limitation, the Rules of Professional Conduct), or any other substantive or procedural law (collectively, the “Applicable Law, Rules and Procedures”). All Applicable Law, Rules, and Procedures are intended to prevail, unless expressly stated otherwise.

Table of Contents

A. Communications with the Judicial Office	3
B. Scheduling Procedures... ..	4
C. Courtesy Copies.....	4
D. Exhibits for Evidentiary Proceedings... ..	4
E. Remote Appearance... ..	5
F. Emergency and Other Urgent Matters.....	5
G. Initial Case Management Conferences.....	6
H. Setting Case for Trial.....	6
I. Submission of Orders and Judgments... ..	7
J. Other Division Procedures... ..	7-8

A. Communications with the Judicial Office

- **Method of Communication:** All communications to the judicial office must be submitted by e-mail to **roldani@coj.net**. The subject line **must** contain the case number, style (case name), and relevant matter.
(Example: 2026 CA 1234 – ABC v. 123 – 30-minute hearing request)
- **Ex parte Communications:** All communications with the judicial office must comply with Canon 3 of the Code of Judicial Conduct, which prohibits a judge from initiating, permitting, or considering ex parte communications and from considering other communications outside the presence of all parties concerning a pending or impending proceeding, unless authorized by law. All parties must be copied on any email directed to the judicial office, unless an ex parte communication is authorized by law.
- **Unsolicited Communications:** Unsolicited communications from non-parties will not be considered by the Court. Parties may only contact the judicial office according to these practices and procedures.
- **E-Filing Portal Contact Information:** All attorneys and self-represented litigants must provide an email address to receive signed orders electronically, unless excused. Fla. R. Gen. Prac. & Jud. Admin. 2.516. It is the responsibility of attorneys and self-represented litigants to update their contact information using Form 2.603 any time there is a change in the email account registered for electronic service.
- **Response to Inquiries:** The Judicial Assistant is not authorized to provide legal advice.

B. Scheduling Procedures

Scheduling Hearings: Hearings will only be set on motions/petitions already filed with the Clerk of Court. All hearings must be coordinated with opposing counsel or pro se parties utilizing email unless an ex-parte communication is authorized by law. Most routine hearings of 30 minutes or less are set in 15-minute intervals or less and are hybrid in nature allowing parties to choose to appear remotely or in person. The Hybrid Zoom information is provided when the hearing is confirmed and set on the Court's calendar. The requesting party is instructed to file a Notice of Hearing and provide a courtesy copy via email to the Court. Counsel shall make arrangements to accommodate any court reporters being used for hearings. When requesting a hearing, the party requesting the hearing must copy all other parties and email the **Judicial Assistant, Ivette Roldan** at **roldani@coj.net**. Dates provided for hearings are not held and may be given to other parties requesting hearing time. Hearing dates/times are not secured until a confirmation email is sent from the Judicial Assistant. Once the hearing is set no party may add or notice additional matters for that time without the express consent from the judge's office.

- **Notice of Hearing:** The Notice of Hearing should list all motion(s) with the docket line of the motion. The NOH should be e-filed and served as soon as possible after reserving hearing time. The Notice of Hearing should include the Hybrid Zoom link provided when hearing was set by the Judicial Assistant. All notices of hearing must contain the ADA notification required by Florida Rule of General Practice and Judicial Administration 2.540.
- **Cancelling Hearings:** Once a hearing is set, it may **NOT** be cancelled without the consent of the Court. The moving party who set the hearing is the party responsible for contacting the Court to request the hearing be canceled. The Judicial Assistant will confirm the cancellation. If you do not receive an email confirming the cancellation, please try contacting the Judicial Assistant again. Do **NOT** assume the hearing is removed by filing a notice of cancelation, notice of dismissal, etc. The Clerk of Court does **NOT** send all filings to the Judge's office.
- **Case Management Conference:** Any party may request a Case Management Conference when a case requires.

C. Courtesy Copies of Pleadings, Case Law, and Other Documents

- If counsel would like the Judge to have courtesy copies for a hearing, motions, memorandum of law, or case law, and these are **20 pages or over**, **hard copies should be inside the Courthouse at least three to five business days prior to the scheduled hearing date**. Please provide hard copies via U.S. mail, FedEx, UPS, or hand delivery.

D. Exhibits for Evidentiary Proceedings

- **Format:** Exhibits must be submitted to the Clerk of the Court in paper format. All attorneys and self-represented litigants must bring sufficient copies of each exhibit for the clerk, the Court, and each party to review during the hearing or trial. Exhibits must be labeled in the following format: “Petitioner/Plaintiff 1” or “Respondent/Defendant A”.
- **Deadline for Submissions:** All exhibits must be **received in chambers three (3) days before** the evidentiary proceeding.

E. Remote Appearance

- **Remote Appearance Procedure:** The Court maintains a hybrid virtual hearing room, allowing parties to appear either in person or remotely, as provided by Florida Rule of General Practice and Judicial Administration 2.530, with some exceptions, the Court allows attorneys and parties to appear by Zoom for non-evidentiary motion hearings consisting of 30 minutes or less without permission from the Court.
- **Requirements:** Evidentiary hearings and hearings longer than 30-minutes require permission from the Court. Remote appearances are not permitted for hearings exceeding 30 minutes in duration, except upon motion, good cause shown, and leave of Court. Counsel must submit a request for remote appearance to the Court no later than five days **prior** to the hearing. The Court may deny remote appearances, given the nature of the hearing, the number of witnesses, or the amount of exhibits. If permission is granted to appear remotely for an evidentiary hearing, the parties appearing remotely **must provide the Court** with their evidentiary exhibits **no later than five businesses days before the hearing.**
- **Remote Appearance **Not** Permitted:** Remote appearances at an initial Case Management Conference under subsection **H**, below are **not** permitted.
- **Platform Used:** The Court uses Zoom for remote appearances.
- **Platform Meeting ID:**
<https://zoom.us/j/6971205318>
Zoom Meeting ID#: 366 055 9515.
Dial by time Eastern Standard Time Zone
Meeting ID: 697 120 5318

1 833 548 0276 US Toll-free
1 833 548 0282 US Toll-free
1 877 853 5257 US Toll-free

F. Emergency and Other Urgent Matters

- **Requirements:** If a party believes there is a factual basis for setting an emergency hearing, a detailed motion setting forth the following must be filed: (1) the issues to be resolved, (2) reasons why an emergency hearing is necessary, and (3) the amount of time needed for each party's presentation.

Emergency Motions: The motions should be e-filed with the Clerk of Court and submit a courtesy copy via e-mailed for review. Any large documents (anything 20 pages or over) may be submitted but are NOT printed by the Court. Parties requiring a hearing are to contact the Judicial Assistant for a hearing date/time to be set on the calendar.

- **Scheduling:** If the Court determines that an emergency exists, the Judicial Assistant will contact the parties to schedule a hearing with the parties. If the parties cannot agree to the Court will unilaterally schedule a hearing. All parties shall make themselves available for an emergency hearing, barring exigent circumstances.

G. Initial Case Management Conferences

- **Case Management Conference:** The Court issues a Case Management Order at the outset of all cases which identifies the case type (streamline, general, or complex), a presumptive trial date, and Case Management Conference date. The parties may avoid the in-person CMC by E-Filing and emailing the Judicial Assistant a completed Division CV-A Trial Set Memorandum no later than 14 days prior to the date of the CMC. The parties are to advise the Court whether the parties adopt the projected trial date/duration or whether the parties agree to a different trial date/duration along with the proposed mediator.

H. Setting Case for Trial

- **Procedure:** Setting cases for trial will be done through e-mail, or in-person at the initial CMC if no trial set memorandum is timely submitted per the directions on the Case Management Order. The Trial Set Memorandum, along with available trial dates, are posted on the Judge's webpage at jud4.org/ex-parte-procedures-and-dates. The parties shall complete all information on the form, **including** the desired mediator and trial date, and submit it as an e-mail attachment to the judge's Judicial Assistant.
- **Disagreements on mediator, trial date, or deadlines:** In the event the parties are unable to agree to a trial date, a mediator, or the deadlines, the parties can request a hearing date from the Judicial Assistant.
- **Trial week:** The trial schedules are available on the Court's website. In submitting a completed CV-A trial set memo. the parties are representing to the Court that counsel/parties expect to be available that week for trial and, further that the trial week selected is in substantial compliance with the case time standards.

- **Technology:** The Court allows parties to utilize technology in their trial presentations. Counsel is responsible for having any technology and ready to use during the trial without causing unnecessary delay. Please contact the Court's Information Technology department at <https://www.jud4.org/Technology.aspx> to coordinate any technological issues in advance of the trial or hearing.
- **Continuance Procedure:** Continuances are disfavored and will be granted only upon good cause shown. A request for continuance must be submitted at least five days prior to the scheduled trial date. Except for good cause shown, the motion must be signed by the party requesting the continuance, as required by Florida Rule of General Practice and Judicial Administration 2.545(e). The moving party who files a Motion to Continue is the party responsible for contacting the Court to request a hearing be scheduled on the motion.
- **Settlement:** **All** counsel shall *immediately notify this Court in the event of settlement or dismissal* and shall submit a stipulation for an order of dismissal. Counsel shall also notify the Court of any pending hearings that will be canceled as a result of the settlement. A copy of the mediation report is **not** sufficient to remove the case from the docket.

I. Submission of Orders and Judgments

- **Submission Method:** Proposed orders must be submitted to the Court via the E-Portal with copies to all parties.
- **Templates and instructions for submission of Orders and Judgments:** <https://www.jud4.org/proposed-orders-efiling>.
- **Format:** All proposed orders must be submitted in Word format. All proposed orders must be accompanied by a cover letter either (1) certifying that all parties agree to the order or (2) containing a statement identifying any disagreement of the parties as to the proposed order. All consent Orders shall include the word "Consent" or "Agreed" in the caption of the proposed Order. Please do not submit a proposed order with "proposed" in the caption.
- **Deadline for Submissions:** Proposed orders must be submitted within 10 days after any hearing. The Court may require the parties to appear in person for any order submitted beyond the deadline.
- **Parties not receiving service through the e-portal:** the attorney submitting the order is responsible for ensuring copies of the order(s) are mailed to any unrepresented party or parties and a Notice of Service is filed on the case. The following language should be on all orders for a party or parties not receiving service through the e-portal: Counsel shall serve a copy of this Order, by regular mail, to all parties not receiving service of court filings through the Florida Courts E-Filing Portal and shall file a certificate of service in the court file.

J. Other Division Procedures

- **ADA Accommodations:** If you are an individual with a disability who needs an accommodation to participate in a court proceeding or other court service, program, or activity, you are entitled, at no cost to you, to the provision of certain assistance. Requests for accommodations may be presented by form, in another written format, or orally. Please visit Jud4.org - [Florida State Courts System ADA Title II Accommodation Request Form - Duval and Clay](#) to access the form, that must be submitted to the ADA Coordinator at (904) 255-1695 (or 711 Florida Relay Service); or at 501 West Adams Street, Room 6204, Jacksonville, FL 32202; or CRTINTRP@coj.net. Please submit your request as far in advance as possible, but preferably at least seven (7) days before your scheduled appearance or other Court activity.
- **Interpreter Requests:** The Fourth Judicial Circuit Court Interpreter Program is dedicated to providing qualified interpreters to non-English speaking litigants in the courtroom. Interpreters are hired by Court Administration on an event-by-event basis and can be provided for most court events. Please contact the Court Interpreter Program Coordinator at least seven days before the service is needed, or immediately upon receiving notification if the time before the needed service is less than seven days. If you are hearing or voice impaired, call 711 to reach the Telecommunications Relay Service. Requests for interpreter services (foreign language and sign language) should be directed to the Court Interpreter Program Manager, crtintrap@coj.net or by telephone at (904) 255-1010. Please visit Jud4.org - [Request for Interpreters](#) for more information.
- **Rule 1.010 of the Florida Rules of Civil Procedure and the Rules of Judicial Administration:** The Rules of Civil Procedure and Judicial Administration encourage the speedy, just and inexpensive determination of every action, and impose on the trial court the duty to monitor and manage the docket in order to achieve this goal. These policies and procedures are published to assist counsel appearing in Division CV-A by addressing routine questions and issues that arise while litigating and trying foreclosure cases and will be revised or updated periodically. They are not intended to relax or supplant the Florida Statutes, the Florida Rules of Court, local rules of Court, administrative orders, case specific court orders, the Rules Regulating The Florida Bar (including, without limitation, the Rules of Professional Conduct), or any other substantive or procedural law (collectively, the “Applicable Law, Rules and Procedures”). All Applicable Law, Rules, and Procedures are intended to prevail, unless expressly stated otherwise.
- **Motion for Rehearing/Motion for New Trial:** The original motion/petition should be properly filed with the Clerk of Court. The Court requires a copy to be delivered to the office by email. The Judicial Assistant will contact the parties if it is necessary to set a hearing.