

**JUDGE VIRGINIA B. NORTON  
FORECLOSURE DIVISION FC-D  
DUVAL COUNTY COURTHOUSE  
501 West Adams Street, Suite 7038  
Jacksonville, Florida 32202**

**FORECLOSURE CASE MANAGEMENT OFFICE  
DUVALFC@COJ.NET**

**JUDICIAL PRACTICES AND PROCEDURES**

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**A. Communications with the Court**

- **Method of Communication:** All communications with the Court must be submitted to the Foreclosure Case Management Office by email at **DuvalFC@coj.net**. The subject line must contain the case number, case name, and relevant matter (e.g., 2025 CA 001234 – ABC v. 123 - 2-Hour Hearing Requested.).
- **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 Foreclosure Case Management Office 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 E-Portal unless an ex-parte communication is authorized by law. The party requesting a hearing on any pending pleading should email the Foreclosure Case Management Office copying all other parties at **DuvalFC@coj.net**. Dates provided for hearings are not held and may be given to other cases. Hearing dates/times are not secured until confirmation is sent from the Foreclosure Case Management Office. Once a hearing time is set, no party may add or notice additional matters for that time without the express consent from the Foreclosure Case Management Office.
- **Notice of Hearing:** The Notice of Hearing should list all motion(s) and the docket line of the motion, e-filed and served immediately after reserving hearing time. A notice of hearing involving any remote appearance will list the Judge's Zoom credentials. 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 Foreclosure Case Management Office will confirm the cancellation. If you do not receive an email confirming the cancellation, please try contacting the Foreclosure Case Management Office again. Do NOT assume the hearing is removed by filing a notice of cancellation, notice of dismissal, etc. The Clerk of Court does NOT send all filings to the Judge's office.
- **Hearing Location:** All hearings and Non-Jury Trials will be held at the Duval County Courthouse, 501 W. Adams Street, Courtroom 510, Jacksonville, Florida 32202.
- **Ex-parte:** Ex-parte hearings are currently suspended for Division FC-D.
- **Status Conference:** Any party may request a status conference when a case requires.

### **C. Remote Appearance**

- **Remote Appearance Procedure:** The Court maintains a hybrid virtual courtroom, allowing parties to appear either in person or remotely, as provided by Florida Rule of General Practice and Judicial Administration 2.530. The Court allows attorney(s) and parties to appear telephonically or by Zoom for non-evidentiary motion hearings consisting of thirty (30) minutes or less without permission from the Court.
- **Remote Appearance Not Permitted:** Remote appearances are not permitted for hearings on a Motion to Compel, Motion for Sanctions or discovery motions.
- **Platform Used:** The Court uses Zoom for remote appearances.
- **Platform Meeting ID:** Courtroom 510, Zoom Meeting ID#: 908-706-6187  
Courtroom 510, Zoom Dial in number: 1-888-788-0099 (audio only)
- **Technology Needs:** The Court allows parties to use technology in their trial and hearing presentations. Counsel is responsible for having any technology set-up and ready to use during the trial or hearing 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.

### **D. 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.
- **Deadline for Submissions:** Proposed orders must be submitted within ten (10) days after any hearing. The Court may require the parties to appear in person for any order submitted beyond the deadline.

## **E. Courtesy Copies of Case Law and Other Documents**

- Judge Norton does not require courtesy copies or case law to be sent to the office.
- If counsel would like the Judge to have courtesy copies for a hearing, motions, memorandum of law, or case law hard copies should be received by the Foreclosure Case Management Office 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.** Hard copies can be mailed to the following address:

Foreclosure Case Management  
Duval County Courthouse  
501 West Adams Street, Room 7150  
Jacksonville, FL 32202

## **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 pleading:** The Court requires a copy to be delivered to the office by email, mail or hand delivery. Please send only one copy.
- **Scheduling:** If the Court determines that an emergency exists, the Foreclosure Case Management Office will contact the parties to schedule a hearing with the parties. If the parties cannot agree, the Court will unilaterally schedule a hearing. All parties shall make themselves available for an emergency hearing, barring exigent circumstances.
- **Motions to Cancel Sales:** Motions (and emergency) to Cancel Sales shall be provided at the earliest possible time to allow adequate time for review and action.

## **G. Exhibits for Evidentiary Proceedings**

- **Format:** Exhibits must be submitted to the Foreclosure Case Management Office 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 by the Foreclosure Case Management Office three (3) days before the evidentiary proceeding.

## **H. Initial Case Management Conferences**

- **Case Management Conference:** The Foreclosure Case Management Office will be scheduling all cases for an initial Case Management Conference on or about 180 days from the date of filing the foreclosure action. Case Management Conferences will be used to advise the Court of the progress of each case, consider all pending non-dispositive motions and schedule future proceedings. At a CMC the Court will address any noticed uncontested motions, consent motions, or motions requiring 15-minutes or less time to address.
- **Additional Motions:** Additional motions may NOT be added without approval from the Foreclosure Case Management Office.

## **I. Setting Case for Trial**

- **Procedure:** Setting cases for trial will be done through e-mail to the Foreclosure Case Management Office at DuvalFC@coj.net, or at a Case Management Conference.
- **Continuance Procedure:** Continuances are disfavored and will be granted only upon good cause shown. A request for continuance must be submitted at least five (5) days prior to the scheduled court 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).
- **Settlement:** All counsel shall immediately notify the 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.
- **Bankruptcy:** Should any party file for federal bankruptcy protection, a Suggestion of Bankruptcy **MUST** be filed 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](http://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](mailto: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 (7) days before the service is needed, or immediately upon receiving notification if the time before the needed service is less than seven (7) 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 Interpreter Program Manager, [crtintrp@coj.net](mailto:crtintrp@coj.net) or by telephone at (904) 255- 1010. Please visit [Jud4.org](http://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. To that end, these policies and procedures are published to assist counsel appearing in Division FC-D by addressing routine questions and issues that arise while litigating and trying foreclosure cases and 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 (the “Applicable Law, Rules and Procedures”). All Applicable Law, Rules, and Procedures are intended to prevail, unless expressly stated otherwise.