

**FORECLOSURE MATTERS (DIVISION FC-C)**  
**REQUEST FOR HEARING TIME AND DATE**

Requesting Firm: \_\_\_\_\_

Firm contact person's name, telephone number and e-mail address

Local counsel's name, telephone number and e-mail address

Please provide the following information:

Case number: \_\_\_\_\_

Case style: \_\_\_\_\_

Motion: \_\_\_\_\_

Date Motion filed: \_\_\_\_\_

Amount of time requested: \_\_\_\_\_

Plaintiff's attorney: \_\_\_\_\_(name)  
 \_\_\_\_\_(telephone number)  
 \_\_\_\_\_(email address)

Defendant's attorney: name, telephone number, e-mail: \_\_\_\_\_

**If you have multiple cases, please use a separate form.**

**ORDERS SETTING NON-JURY TRIAL MUST BE SUBMITTED TO THE COURT FOLLOWING OUR DIVISION PROCEDURES AND WITHIN FIVE (5) DAYS AFTER SCHEDULING THE NON-JURY TRIAL.**

ALL NOTICES OF HEARING MUST STATE THE NAME AND TELEPHONE NUMBER OF LOCAL COUNSEL ON THE CASE, IF ANY, IN ADDITION TO FIRM COUNSEL. FIRM AND LOCAL COUNSEL MAY RESCHEDULE A HEARING WITH OPPOSING COUNSEL DUE TO A SCHEDULING CONFLICT AND SUBMIT A REQUEST FOR HEARING TIME AND DATE FORM TO THE CASE MANAGEMENT OFFICE AT [DUVALFC@COJ.NET](mailto:DUVALFC@COJ.NET) IF LESS THAN 30 MINUTES OR TO LINDA BLACKMAN AT [LBLACKMAN@COJ.NET](mailto:LBLACKMAN@COJ.NET) IF LONGER THAN 30 MINUTES. ANY CONFLICT IN DATE/TIME MUST BE RESOLVED BY PLAINTIFF'S COUNSEL AND COMMUNICATED TO THE COURT.

Reason(s) why the below listed case(s) could not be set for hearing at this time:

Miscellaneous:

Please save this document as your own Word document for all future uses. After completely filling out this form, please e-mail back to the Case Management Office or Linda Blackman and we will reply with your hearing date(s) and time(s).

**\*\*It is the responsibility of the Plaintiff to expeditiously schedule ALL REQUESTS FOR PRE-TRIAL/HEARINGS AND MOTIONS immediately upon learning of same.**