

**EFFECTIVE AUGUST 1, 2021 ALL HEARINGS SHALL BE IN PERSON EXCEPT:
CASE MANAGEMENT AND DOCKET SOUNDING**

If you have received a Case Management Notice or Order Setting Trial- these proceedings are still conducted via zoom. Please refer to your notice for ZOOM information.

For any other court appearance and/or Hearing, these shall be in person.

A remote ZOOM appearance for any witness, party, attorney, or attendee(s) must have prior Court approval. The Court should be notified of any such request at least 5 days prior to hearing, in writing, in the form of a Motion and filed with the Clerk of Court.

**PLEASE REFER YOUR QUESTIONS TO THE SELF HELP DESK AT THE FLAGLER COUNTY
COURTHOUSE REGARDING YOUR CASE: 386-313-4550**

As a pro se litigant, you are responsible to follow the same Rules of Civil/Family Procedure as an Attorney. You may obtain information by visiting a law library, or researching the internet.

TO VIEW YOUR CASE ONLINE: Unrepresented Litigants (Pro Se) may view your file/case directly online at <https://apps.flaglerclerk.com/Benchmark/Home.aspx/Search>. In order to view, you must set up your account by completing the Registered User Agreement. <https://flaglerclerk.com/wp-content/uploads/2015/11/Flagler-County-Registered-User-Agreement.pdf>. Completed applications must be submitted to techsupport@flaglerclerk.com and NOT this office.

Documents may be filed directly with the Clerk of Court or by electronic submission by visiting www.myflcourtagency.com. **An Account must be set up to e-file.**

PHONE CALLS TO THE JUDGE'S OFFICE: This office is unable to give you legal advice or advise you in any way. Requests to the Court or unavailability to attend a hearing **must be submitted in writing, copied to all parties in the case, and filed with the Clerk of Court in a timely fashion.** **YOU MAY NOT SPEAK TO THE JUDGE. THIS IS CONSIDERED EX-PARTE COMMUNICATION and as such is not permitted.**

REQUESTS/MOTIONS: **ALL MOTIONS MUST BE FILED INTO YOUR CASE WITH THE CLERK OF COURT.** This office is unable to file your documents for you. Any motions that are emailed or faxed will **not** be reviewed. Once filed, the Clerk will send a copy to the Judge for review. Anything mailed to this office will be returned.

HEARINGS: A Motion must be filed with the Clerk of Court in order to obtain hearing time. Any petitions filed must have a **Return of Service** in order to acquire hearing time. If you have not received notification of your hearing being set within 10 days of filing, please contact this office at: 386-313-4515 or jsirman@circuit7.org.

EFFECTIVE AUGUST 1, 2021, ALL HEARINGS WILL BE IN PERSON.

A remote ZOOM appearance for any witness, party, attorney, or attendee(s) must have prior Court approval. The Court should be notified of any such request at least 5 days prior.

Please be advised that users must appear via web cam, iPhone or android camera and must be able to **present proper identification to be sworn in** and provide testimony.

Things to know when appearing via ZOOM:

1. Find a quiet place to attend this hearing. (PLEASE NO DRIVING AND PARTICIPANTS MUST NOT BE IN BED!)
2. Participants may be placed in a "Waiting Room" until their case is called. Please do not disconnect. In the event you get disconnected, simply log back in.
3. More than one case may be scheduled at this time, please acknowledge when your case is called.
4. Please wear proper attire. Inappropriate attire will cause you to be removed from the hearing. (No Hats or Sunglasses)
5. **No Smoking or Eating during the Hearing.**
6. If you are experiencing difficulty logging in, please sign off, then re-log back in.
7. If you cannot hear or are experiencing Wi-Fi issues, please use the "call in" number listed above.
8. In the event of any further issues you may E-mail: jsirman@circuit7.org

NON JURY TRIALS- THIS IS YOUR FINAL HEARING. Please be sure to review the "Uniform Pre Trial Procedure" found on this website. Please refer to the Exhibit/Evidence Tab on this Courts webpage for instructions on submitting Evidence in your case as this may be conducted electronically. **Evidence may not be submitted AFTER your trial has taken place.**

PLEASE BE ADVISED THAT THE JUDGE IS NOT PERMITTED TO REVIEW EXPARTE COMMUNICATIONS.

DEFINITION: AN **EX PARTE COMMUNICATION** IS ANY **COMMUNICATION** BETWEEN A JUDGE OR JUROR AND A PARTY TO A LEGAL PROCEEDING OR ANY OTHER PERSON ABOUT THE CASE, OUTSIDE OF THE PRESENCE OF THE OPPOSING PARTY OR THE OPPOSING PARTY'S ATTORNEY.