

BENCHMARK SCHEDULING AND ZOOM CONNECTION

This is a supplement to the Court's Standing Order for Civil Procedures in Division 55 found on the Court's website. At this time all hearings will be conducted via Zoom unless otherwise instructed by the Court.

HOW TO SET A HEARING: THIS FUNCTION IS FOR ATTORNEYS ONLY. Hearings must be scheduled online by counsel. In order to schedule a hearing, you must complete the Benchmark Application/Court Records Registration Agreement located online at <https://stjohnsclerk.com/courts/> in order to get a login and password. Log into Benchmark by going to <https://apps.stjohnsclerk.com/Benchmark/Home.aspx/Search>

*****Hearings may not be scheduled on the Court's calendar less than 10 days out*****

1. Go to Reports in the drop down links located on the left.
2. Hit "available hearing times"
3. Enter a date range (go out at least 60 days)
4. Change judge's name to Judge Howard M. Maltz
5. Change event type to Hearing(Civil). This will generate a report of all available hearing times for Division 55
6. Coordinate the desired date and time
7. When coordinated, please go online to the Benchmark Calendar for Judge Maltz
8. Click on the desired time Block and hit "schedule case" on the left. Please include the motion(s) to be heard in the "Event Note" along with the time reserved.

Time blocks are in 15 minute increments. If scheduling more than 15 minutes, please only schedule on each consecutive time block. Counsel may reserve up to one hour of hearing time. Do not break up hearing time for the same motion. Any hearing time over an hour will need to be set through the Court by the judicial assistant. All hearings must be coordinated with all counsel.

Please prepare a NOTICE OF HEARING and include the following:

1. Motion(s) to be heard
2. Zoom access information located below and on the Court's webpage at www.circuit7.org
3. Time reserved for the hearing

Do not schedule hearing time for motions not yet filed.

ZOOM ACCESS:

If you are joining from a PC, Mac, iPad, iPhone or Android device: Please log in to the following website to start or join: <https://zoom.us/join> and enter Meeting ID code: 328 827 5617. Please properly identify yourself on your device once connected. Please follow the Court's direction for Zoom participation found on the Court's website.

SUBMITTING PROPOSED ORDERS: Please refer to the Court's Standing Order for Civil Procedures in Division 55, located on the Court's webpage at www.circuit7.org.