

# ST. JOHNS COUNTY PROCEDURES UNIFIED FAMILY COURT

THESE PROCEDURES INCLUDE BOTH DIV. 57 AND DIV. 58

**THERE ARE NO EXPARTE HEARINGS AND/OR HOURS**

**ALL MOTION MUST BE E-FILED THROUGH E-PORTAL NO MOTIONS ARE TO BE SENT TO THE JUDICIAL ASSISTANTS. THE CLERK WILL PROCESS THE MOTIONS IN BENCHMARK AND ARE DIRECTED TO ROUTE TO THE CORRECT DIVISION. TO ELIMINATE DUPLICATE COPIES DO NOT SEND MOTIONS TO THE JUDICIAL ASSISTANT OR CASE MANAGER**

If you need a hearing more than 30 minutes, you will need to e-file a motion for the Judge to review. If hearing is 30 minutes or less you may look on calendar for time. Once you have coordinated date and time with opposing side if there is an attorney, then you may email the Judicial Assistant.

When requesting a hearing, please include the other side in the email. This prevents the appearance of ex parte communication.

All new cases (*Petitions for Dissolution of Marriages, Paternity, Adoption, Temporary Custody, and Name Changes*) are automatically set for case management conferences 45-55 days from date of filing. You will receive a notice of case management either via email or mail.

If you have conflict with court date, you will need to e-file a Motion to Continue through the e-portal (do not email judicial assistants or case manager a copy of the motion). The court will review the motion and either grant or deny or schedule a hearing on the motion. You will be notified of the judge's ruling.

If you want to appear via phone or waive appearance of your client, then you will need to e-file a motion through the e-portal (do not email the judicial assistants or case manager a copy of the motion).

Please include your email address in your signature block on pleadings. Also include either physical mailing address or physical email address for those you are providing copies to and the name.

Any orders submitted to the court must include a cover letter stating said reason for submitting the said order. **All consent judgements need to be either hand delivered or mailed to the Court.** If the court requests a proposed order and/or the proposed order is less than 5 pages then you may email to either [division57@circuit7.org](mailto:division57@circuit7.org) or [division58@circuit7.org](mailto:division58@circuit7.org) . Do not email to J.A's email address.

Orders will be disseminated via email or U.S. mail. If you wish an order to be distributed via U.S. mail, you must provide self-addressed stamped envelopes and copies to conform.

When preparing notice of hearing, you will need to include the seq. # from benchmark.

Motions to appoint process servers are not necessary as the St. Johns County Sheriff's Office has list of approved process servers that can be used. If you are trying to serve outside the county, then a motion and proposed order is required.

When mailing in final judgments of dissolution of marriage, do not include the final judgment as an exhibit to the final testimony. It needs to be submitted separately. This applies to the marital settlement agreement, parenting plans, child support, and time sharing guidelines.

Trials and hearings, once set, are not removed from calendar until final judgments are signed or voluntary dismissal of the pleading is filed. Please be sure to get the judgment in before the trial date.

Pursuant to Rule 12.490, the Magistrate's name must be on orders of referral to Magistrate. We input the name in the first paragraph after listing what motion will be heard. Not throughout the entire order.

If you have a trial date, you are to follow the trial order and contact the clerk to schedule a time to have your exhibits marked at least 48 hours in advance of the hearing. This can be done by your paralegal or legal assistant.

In the event a judicial assistant is absent, continue with same process and procedure as normal. Internally we have our own system in place for when a Judicial Assistant is absent.

ADA messages, please look at Florida Supreme Court website for how the ADA message is supposed to read, font size, etc. The proper format is also on our website. [www.circuit7.org](http://www.circuit7.org)