

SMALL CLAIMS/COUNTY CIVIL SC/CC **HEARING SCHEDULING**

For URGENT matters e-mail JA at mwolfe@circuit7.org

You have to log in Flagler County Benchmark

<https://apps.flaglerclerk.com/Benchmark/Home.aspx/Search>

If you don't have login information, complete the "Registration Agreement"

Once logged in:

1.Go to Reports (on the left side, third from the bottom)

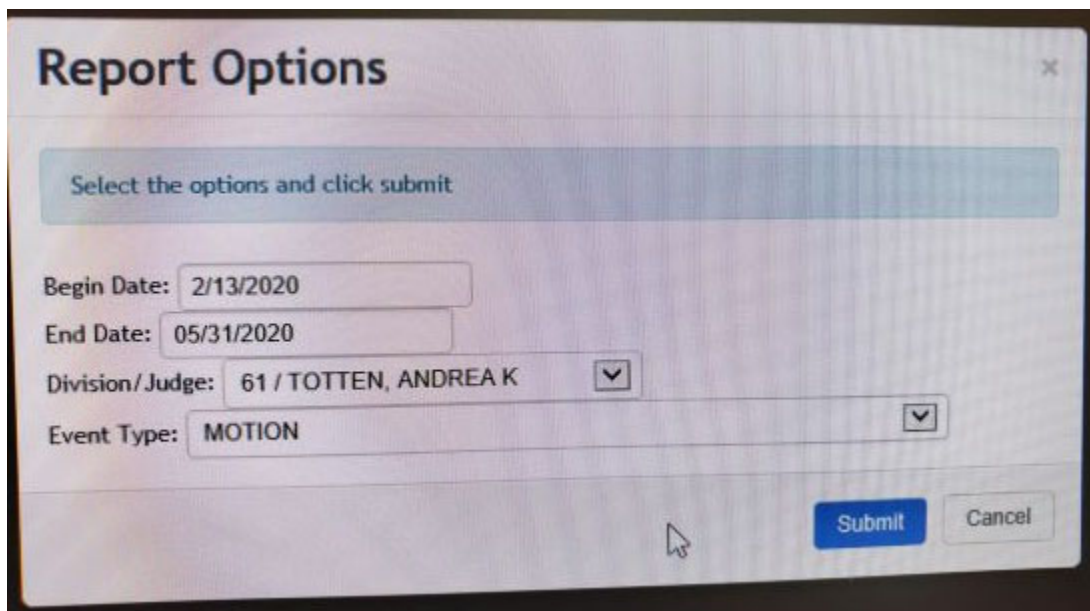
2.Hit "available hearing times"

3.Enter a date range NO LESS THAN 5 BUSINESS DAYS AHEAD (best to go out at least 2 months).

4.Enter Judge Andrea Totten

5.Change event type to: **MOTION**

**THIS WILL GENERATE A REPORT OF AVAILABLE HEARING TIMES FOR
SMALL CLAIMS/COUNTY CIVIL**



Report Options

Select the options and click submit

Begin Date: 2/13/2020

End Date: 05/31/2020

Division/Judge: 61 / TOTTEN, ANDREA K

Event Type: MOTION

Submit Cancel

Only “Direct Booking” date/times marked “Yes” are available

| Direct Booking |
|-----------------------|
| Yes |
| Yes |
| Yes |
| Yes |
| Yes |

6. Coordinate the desired date and time with all parties

7. When coordinated, go to Calendar (enter Judge Totten at the top)

8. Click on the desired time Block and hit “schedule case” on the left. Blocks are 15 minutes, if scheduling for MORE THAN 15 minutes, please schedule on the consecutive time blocks up to 4 at the time. For more than an hour contact Judicial Assistant at mwolfe@circuit7.org.

9. “Notice of Hearing” must be filed through the E-Portal within 24 hours of scheduling hearing.

**Flagler County Courthouse Kim C.
Hammond Justice Center 1769 E.
Moody Blvd. Bldg #1, courtroom 301
Bunnell, FL 32110**

10. Courtesy copy of the notice is to be e-mailed to Judicial Assistant at mwolfe@circuit7.org.

11. If you have reserved time by mistake, contact JA at mwolfe@circuit7.org to have reservation removed from the docket.

12. Reservation made on incorrect docket will be removed without further notice.