

BENCHMARK SCHEDULING AND ZOOM CONNECTION
(for Small Claims and County Civil hearings ON MOTIONS only)
(Update 1/8/2026)

This is a supplement to the Court's Judicial Practices and Procedures for Division 65 on the Court's website. Zoom appearances are allowed with prior approval of the Court. Non-evidentiary hearings, less than one (1) hour, may be conducted via Zoom. All other hearings will be held in person.

PLEASE TAKE NOTICE:

- The Judge's Office reserves the right to cancel any hearing scheduled.
- If a NOTICE OF LACK OF PROSECUTION has been issued in a (SP) SMALL CLAIMS case, no other motions may be scheduled prior to the lack of prosecution hearing and without the express consent of the judge's office.
 - DO NOT SET NON-JURY TRIALS. TRIAL ORDERS ARE ISSUED BY THE COURT ONLY.

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****
IF YOUR CASE IS SET ON THE LOP DOCKET, DO NOT SET ANY OTHER HEARINGS WITHOUT REACHING OUT TO THE COURT FIRST.

1. Go to Reports in the drop-down links located on the left.
2. Select "Available Hearing Times"
3. Enter a date range.

4. Change judge's name to Judge Alexander R Christine Jr.
5. Change event type to Hearing (SP/CC). This will generate a report of all available hearing times for Division 65 hearings with Judge Christine.

6. Counsel may schedule up to one hour on the Court's Benchmark calendar. If time over one hour is needed, it must be scheduled directly thru the Court. Hearing dates and times must be coordinated, and counsel may not schedule less than 10 days out without obtaining permission from the Court.
7. Once coordinated, click on the desired time block and select "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 consecutive time blocks. Do not break up hearing time for the same motion or for the same case on the same day.

PLEASE PREPARE A NOTICE OF HEARING AND INCLUDE THE FOLLOWING:

- a) Motion(s) to be heard. Your hearing time will be cancelled if no notice is filed.
- b) The Notice must specify the location of the hearing. Notices shall not specify that a hearing is by Zoom only since in-person appearances are permitted at any hearing and is required for all evidentiary hearings and hearings scheduled for one hour or longer.

- c) For hearings in which Zoom attendance is permitted, Zoom access information is located below and on the Court's webpage at www.circuit7.org
- d) Time reserved for the hearing, how much time is needed for each motion scheduled.
- e) Example:

NOTICE OF HEARING

PLEASE TAKE NOTICE that on February 23, 2026 at 10:15am, or as soon thereafter as can be heard, a hearing on Correspondence to the Court (DIN 20) and Motion for Leave to File Amended Answer and Affirmative Defenses (DIN 27) will be heard before the Honorable Judge Alexander R Christine Jr at the Richard O. Watson Judicial Center, 4010 Lewis Speedway, St. Augustine, Florida, 32084, Courtroom 216. Time reserved for hearing: 15 minutes.

For Zoom appearances: The parties may appear for the hearing in person or by Zoom video. The Zoom Meeting ID number is 255 827 5617 (no password required). Both audio and video are required to appear by Zoom.

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: 255 827 5613. Please properly identify yourself on your device once connected using your first and last name. Please follow the Court's direction for Zoom participation found on the Court's website.

SUBMITTING PROPOSED ORDERS:

Please refer to the Court's Judicial Practices and Procedures, located on the Court's webpage at www.circuit7.org.