

## **BENCHMARK SCHEDULING AND ZOOM CONNECTION**

*(Updated 01/2023)*

This is a supplement to the Court's Standing Order for Civil Procedures in Division 55 found on the Court's website. Counsel may appear via Zoom using the following instructions only for non-evidentiary hearings less than one hour.

**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 90 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. 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. When coordinated, please go online to the Benchmark Calendar for Judge Maltz and scheduled your hearing. Time blocks are in 15-minute increments. If scheduling more than 15 minutes, please only schedule on each consecutive time block. Click on the desired time Block and hit "schedule case" on the left. Do not break up hearing time for the same motion or for the same case on the same day. *Please include the motion(s) to be heard in the "Event Note" along with the time reserved.*

Please prepare a NOTICE OF HEARING and include the following:

1. Motion(s) to be heard and file date.
2. The Notice must specify the location of the hearings.

3. The Notice shall *not specify* the hearing is by Zoom only, since in-person appearances are permitted at any hearing and required for all evidentiary hearings and hearings scheduled for one hour or longer.
4. For hearings in which Zoom attendance is permitted, counsel shall include the Zoom access information located below and on the Court's webpage at [www.circuit7.org](http://www.circuit7.org).
5. The amount of 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](http://www.circuit7.org).