

Civil Division 49 Procedures and Trial Dates 2024

Judge Christopher France
1769 E. Moody Blvd. Bldg. 1
Bunnell, FL 32110
Courtroom 403
Judicial Assistant: Jennifer Sirman: jsirman@circuit7.org

E-MAILS AND CORRESPONDENCES: Please be sure to copy opposing counsel in all e-mail correspondence to this office. To prevent email log jam, please omit the JA from scheduling coordination and conversations.

PHONE CALLS TO THIS OFFICE: Please refer all requests to this office via e-mail. This office is more than happy to entertain counsel on the phone, however, to prevent any misunderstanding of what has been discussed; e-mail is the preferred method of communication.

PROPOSED ORDERS: all orders are to be submitted through the e-portal unless otherwise instructed by the Judge. Please e-file your proposed order as you would any other pleading-DO NOT use the proposed order option on the 1st or 2nd page of the filing portal. This option is for specific counties that do not include Flagler. If you had a hearing, and the court requested the order to be submitted in word format, please submit to: division47@circuit7.org. Please refer to court file on the Clerk's website to view executed orders. If you have submitted an order, and have not yet received a copy, please contact the Clerk of Court. 386 313 4400.

MOTIONS AND CONTINUANCES: Motions filed will need to have to the position of the opposing party if parties are represented. Agreed upon Motions usually will not require a hearing. Any Motion for Continuance without reason given will be denied. Motions to Withdraw and/or certain Substitutions of Counsel require client consent to have an order entered without the necessity of a hearing.

Please do not mail Motions, Proposed Orders, conforming copies, and stamped envelopes to the Court.

EXPEDITED HEARINGS: Short matter hearings needing five minutes or less please contact the judicial assistant for available dates and times via email at: jsirman@circuit7.org. or you may review available times online under "expedited hearings".

CASE MANAGERMENTS AND PRE TRIAL-CONFERENCES: may be scheduled as you would any hearing. Please contact the JA with time needed, and matters to be heard.

HEARINGS:

- Online scheduling for Civil Hearings is currently unavailable. Please contact the JA via email with time needed and motion to be heard. ALL HEARINGS MUST BE COORDINATED.
- Civil Hearings before this court are in person. Parties can also appear via Court Call with no permission needed from the court.
- Telephonic appearances must be arranged by contacting CourtCall by phone at (888) 882-6878 or on-line at www.courtcall.com no later than 3:00 p.m. (EST) on the court-day preceding a hearing date. CourtCall will provide participants with a written confirmation of their telephonic appearance and a number to call to make the telephonic appearance.

DO NOT INCLUDE YOUR COURT CALL INFORMATION ON YOUR NOH.

- Evidentiary hearings and Trials are always in person.

You may obtain a list of available times to coordinate.

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

1. Go to Reports
2. Hit “available hearing times”
3. Enter a date range (best to go out at least 3 months)
4. Enter Judge Christopher France
5. Change event type to: Motion (for hearings 15 minutes or more) or Expedited Hearings (for hearings 5 minutes or less or short matters) *** THIS WILL GENERATE A REPORT OF AVAILABLE HEARING TIMES*****
6. Coordinate the desired date and time and email the JA to schedule once coordinated. Please include: date and time, time reserved, motion to be heard with corresponding docket number.

DO NOT INCLUDE THE JA IN COORDINATING EMAILS.

Please prepare a NOTICE OF HEARING and include the following:

1. MOTION TO BE HEARD WITH CORRESPONDING DOCKET NUMBER
2. TIME RESERVED

PLEASE NOTE: ZOOM IS NO LONGER AVAILABLE PLEASE CONTACT COURTCALL FOR TELEPHONIC APPEARANCES.

DO NOT INCLUDE COURT CALL INFORMATION ON YOUR NOTICE OF HEARING.

COURT REPORTERS MUST APPEAR IN PERSON

FORECLOSURE PROCEEDINGS: Original documents, affidavits, notes and mortgages, default letters, allonges, and assignments are to be sent directly to the Clerk of Court and not to this office.

FLAGLER COUNTY CLERK OF COURT
1769 E. MOODY BLVD., BLDG 1
BUNNELL, FL 32110
ATTN.: CIVIL DIVISION

CASES READY FOR TRIAL: Please file a Notice of Issue specifying if this will be a Jury or Non-Jury trial, including the estimated amount of time needed for trial and desired date/month. If there is no objection filed within 10 days, the court will enter a Trial Order reflecting the next available trial period or date requested if available.

EXHIBITS/EVIDENCE: Instructions set forth by the Clerk are attached at the end of these procedures, please review.

JOINT PRETRIAL STATEMENTS: are due no later than docket sounding.

IF YOUR CASE HAS SETTLED, PLEASE FILE A NOTICE OF SETTLEMENT AND A NOTICE OF CANCELLATION OF TRIAL OR HEARING SCHEDULED TO HAVE YOUR CASE REMOVED FROM THE COURT'S DOCKET.

2024 CIVIL DOCKET SOUNDING AND TRIAL
DATES

JANUARY 2	JANUARY 22
JANUARY 30	FEBRUARY 19
MARCH 5	MARCH 25
APRIL 2	APRIL 22
APRIL 30	MAY 20
JUNE 4	JUNE 24
JULY 9	JULY 29
AUGUST 6	AUGUST 26
SEPTEMBER 3	SEPTEMBER 23
OCTOBER 1	OCTOBER 21
NOVEMBER 5	NOVEMBER 18
DECEMBER 3	DECEMBER 16

CASES IN NEED OF A NJT OF 1 DAY OR LESS
PLEASE E-MAIL THE JA FOR THE NEXT
AVAILABLE DATE AND TIME. PLEASE INCLUDE
TIME NEEDED, AND DESIRED TRIAL MONTH IN
YOUR E-MAIL.

INSTRUCTIONS FOR SUBMITTING EXHIBITS FOR TRIALS AND/OR
EVIDENTIARY HEARINGS

EXHIBITS/EVIDENCE MUST BE SUBMITTED AT LEAST **7 DAYS** PRIOR
TO TRIAL FOR CIVIL CASES.

- Exhibits/Evidence to be considered for trial must be submitted in person 7 days prior to trial. Documents and Exhibits not submitted in a timely manner may not be considered by the court.
- Each Exhibit should be separately marked **ON THE BOTTOM RIGHT-HAND CORNER** as “Plaintiffs Exhibit A, B, C...” or “Defendant’s Exhibit A, B, C...”
- Please e- file an Exhibit’s List, which itemizes and matches the exhibits being submitted.
- Exhibits such as videos, flash drives, etc., must be included on the exhibit list, properly marked, and included with the remainder of all exhibits being filed.
- EXHIBITS MUST BE COPIED TO OPPOSING COUNSEL/PARTY AND AGREED TO IN ORDER TO BE ENTERED AS EVIDENCE.
- **AMENED EXHIBITS/EVIDENCE** to be considered for trial **MUST** be submitted in person no later than **4 DAYS** prior to trial.
- Any Case law to be reviewed by the Court may be e-filed directly through the e-portal at least 5 business days prior to your Hearing/Trial.
- Do not- mail in Binders, Exhibits, or e-file Exhibits for trial.
- Please contact the Civil Clerks to set an appointment @ 386-313-4495 or Circuitcivil@flaglerclerk.com