

Effective August 1, 2024, some cases will be reassigned to other divisions. Please refer to the Court file for your newly assigned Judge. Hearings and Trials currently set before Judge France on cases that have been re-assigned will need to be reset with the presiding Judge.

Civil Division 49 Procedures and Trial Dates 2024/2025

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 and **do not use the “proposed order” option section** as Flagler County is not listed. If you had a hearing, and the court requested the order to be submitted in word format, please submit to: division49@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. Please do not attempt to schedule a hearing without conferring with opposing counsel. Agreed upon Motions usually will not require a hearing. Any Motion for Continuance without reason given will be denied. Motions to Withdraw 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. If you are seeking a trial date, please file a Notice of Issue.

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. Please note that we have only one week trial periods. We have set aside 2 and 3 week trial dockets on select months. See trial dates for more information.

SETTING A HEARING: ALL HEARINGS MUST BE COORDINATED.

- Online scheduling for Civil Hearings is currently unavailable. Please contact the JA via email with time needed and motion to be heard.
- 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) or **Foreclosure Hearings** *** 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 AVAILBALE PLEASE CONTACT
COURTCALL FOR TELEPHONIC APPEARANCES.
DO NOT INCLUDE COURT CALL INFORMATION ON YOUR NOTICE OF
HEARING.

COURT REPORTERS MUST APPEAR IN PERSON

HEARING BINDERS- Hearing binders are not needed. All motions and documents filed will be reviewed from the court file. Case law may also be efiled under a notice of filing. Items unable to file (i.e flash drives, videos..etc) may be mailed directly to the Clerk of Court.

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. Parties may appear in person, or via courtcall for these proceedings.

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

EXHIBITS/EVIDENCE/HEARING MATERIALS FOR TRIAL AND/OR EVIDENTIARY HEARINGS: 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

2025 CIVIL DOCKET SOUNDING AND TRIAL DATES

JANUARY 7	JANUARY 21 (4 DAYS)
FEBRUARY 4	FEBRUARY 18 (2 WEEKS)
MARCH 4	MARCH 17 (2 WEEKS)
APRIL 1	APRIL 21
MAY 6	MAY 19
JUNE 3	JUNE 16 (2 WEEKS)
JULY 1	JULY 21
AUGUST 12	AUGUST 18
SEPTEMBER 2	SEPTEMBER 15
OCTOBER 7	OCTOBER 20 (2 WEEKS)
NOVEMBER 4	NOVEMBER 17
DECEMBER 2	DECEMBER 15

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, 5 FOR HEARINGS.**

- Exhibits/Evidence to be considered for trial must be submitted in person 7 days prior to trial (5 for hearings). 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. Trial binders may be left with the Clerk of Court if you so desire.
- Please contact the Civil Clerks to set an appointment @ 386-313-4495 or Circuitcivil@flaglerclerk.com.