

## **Civil Division 49 Procedures and Trial Dates 2025**

Judge Christopher France

1769 E. Moody Blvd. Bldg. 1

Bunnell, FL 32110

Courtroom 403

Judicial Assistant: Jennifer Sirman: [jsirman@circuit7.org](mailto: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. No cover letter is required. If you had a hearing, and the court requested the order to be submitted in word format, please submit to: [division49@circuit7.org](mailto: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. 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. Flagler County is regarded as “paperless”. Everything can be e-filed.**

**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](mailto: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 refer to the available “Motion” times on our online calendar for dates to coordinate. These may be scheduled online directly. If you are seeking a trial date, please file a Notice of Issue as trials are automatically scheduled by the Court. Please include what matters will be discussed before the Court in your Notice of Hearing.

**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 now available.** Please click on the link: **[ONLINE SCHEDULING INSTRUCTIONS](#)** for instructions.

• Civil Hearings before this court are in person. Parties can also appear via Court Call with no permission needed from the court, unless this is an evidentiary hearing which must be in person.

• Telephonic appearances must be arranged by contacting CourtCall by phone at (888) 882-6878 or on-line at [www.courtcall.com](http://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.

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 NOT AN OPTION FOR CIVIL CASES. 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 by the Court electronically. Case law may also be e-filed under a notice of filing. Items unable to file (i.e flash drives, videos..etc) may be mailed directly to the Clerk of Court.

**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 AND JURY INSTRUCTIONS:** are due no later than docket sounding. If your case has settled, please file a Notice of

UPDATED JANUARY 2, 2025

Settlement and a Notice of Cancellation of Trial to have your case removed from the Trial Docket.

2025 CIVIL DOCKET SOUNDING AND TRIAL DATES

JANUARY 7	JANUARY 27
FEBRUARY 4	FEBRUARY 18 (2 WEEKS)
MARCH 4	MARCH 24
APRIL 1	APRIL 21
MAY 6	MAY 19
JUNE 3	JUNE 16
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.

DOCKET SOUNDING IS CONDUCTED VIA ZOOM. PLEASE REFER TO YOUR TRIAL NOTICE FOR ADDITIONAL INFORMATION.

**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](mailto:Circuitcivil@flaglerclerk.com).