

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

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 now available.** Please click on the link:

CIRCUIT CIVIL SCHEDULING for instructions.

- 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 by:

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.

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

UPDATED October 17, 2024

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.