DIVISION 47 FAMILY COURT PROCEDURE/TRIAL DATES

WHEN YOU FILE THROUGH THE E-PORTAL, THE CLERK HAS 72 HOURS TO PROCESS YOUR FILING TO REFLECT IN THE COURT FILE. IF YOU HAVE FILED UNTIMELY- PLEASE CONTACT THE CLERK'S OFFICE TO EXPEDITE YOUR FILING AT 386-313-4400

SUBMITTING PROPOSED ORDERS: all orders are to be submitted through the e-portal unless otherwise instructed by the Judge. If the court has requested the orders to be submitted in word format, please submit to division47@circuit7.org. If a Motion and Proposed Order are filed, the Motion shall include the consent of the opposing party, otherwise the Proposed Order may not be considered without the necessity of a hearing.

HEARINGS: Hearings before this Court **are in person (EXCEPT CMC'S)**. Parties wishing to appear remotely must file a Motion, with cause, and if there is any objection from opposing counsel. A proposed order will also need to e-filed, to include the Court's ZOOM Meeting ID: 386 313 4515 **COURT REPORTERS ARE TO APPEAR IN PERSON**

Hearings may now be scheduled online. You must complete the Registered user agreement (https://flaglerclerk.com/wp-content/uploads/2015/11/Flagler-County-Registered-User-Agreement.pdf) and submit to the Clerk's IT department at support@flaglerclerk.com to obtain a user name and password. This will also give you direct access to the court file.

To 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: HEARING
   *** THIS WILL GENERATE A REPORT OF AVAILABLE HEARING TIMES*****
6. Coordinate the desired date and time
7. When coordinated, go to Calendar (be sure to enter Judge France at the top)
8. Click on the desired time Block and hit "schedule case" on the left. If scheduling MORE THAN 30 minutes, please schedule on the each consecutive time block.

Please prepare a ***NOTICE OF HEARING*** and include the following:

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

EXPEDITED HEARINGS- If a short matter hearing is needed – these may be scheduled at 8:30 a.m. on any given day. **Please contact the Judicial Assistant to schedule expedited hearings directly at: jsirman@circuit7.org.** Please provide case number and time needed.

CANCELLATION OF A HEARING: Please E-mail or call the JA to cancel and e-file a Notice of Cancellation through the E-Portal. **HEARINGS MAY CANCELLED UP TO 3 DAYS PRIOR TO YOUR HEARING-OTHERWISE, YOUR PRESENCE IS REQUIRED. If a mistake was made when scheduling, please call the JA to cancel, as you do not have this option.**

FINAL JUDGMENTS AND MSA'S: Consented Final Judgement's with MSA and/or Parenting plans may be submitted directly through the e-portal as one attachment unless otherwise instructed by the Judge. A Motion for Judgment on the Pleadings is required to enter the Judgment without the necessity of a final hearing.

PLEASE NOTE: MEDIATED/MARITAL SETTLEMENT AGREEEMENTS AND PARENTING PLANS ARE TO BE NOTARIZED UNLESS CONDUCTED BY THIS COURTS ASSIGNED FAMILY COURT MEDIATORS.

E-MAILS AND CORRESPONDENCES: Please be sure to copy opposing counsel in all e-mail correspondences to this office. If the other party is Pro se, it is more likely than not that the Clerk's office has their e-mail address on record- in that case- opposing party needs to be copied as well.

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

MOTIONS AND CONTINUANCES: Motions and Continuances addressed in Court require an Order. Agreed upon Motions usually will not require a hearing. Any Motion for Continuance without reason given will be denied. Motions to Withdraw and/or Substitutions of Counsel require client consent; otherwise, a hearing will need to be scheduled.

EMERGENCY MOTIONS: Once you have filed your emergency motion, please forward a copy to: division47@circuit7.org. Please be sure to copy all parties in the e-mail.

THE CLERK'S OFFICE DOES NOT FORWARD MOTIONS (EVEN EMERGENCY ONES) TO THIS OFFICE IF THEY ARE ATTORNEY REPRESENTED.

Please refer to the "Exhibits/Evidence" tab on this court's webpage for procedures on the submission of exhibits for evidentiary hearings and/or non-jury trials.

Thank you for taking the time to review these procedures! ☺

2022/2023 CMC/DOCKET SOUNDING AND TRIAL DATES

CMC/DOCKET SOUNDING	TRIAL DATES/WEEK OF
DECEMBER 6	JANUARY 9
JANUARY 3	FEBRUARY 13
FEBRUARY 7	MARCH 13
MARCH 7	APRIL 10
APRIL 4	MAY 8
MAY 2	JUNE 12
JUNE 6	JULY 17
JULY 11	AUGUST 14
AUGUST 8	SEPTEMBER 11
SEPTEMBER 5	OCTOBER 9
OCTOBER 3	NOVEMBER 13
NOVEMBER 7	DECEMBER 11
DECEMBER 5	TBD

Trial dates are subject to change. Any party wishing to coordinate a *time certain trial date* and be excused from Docket Sounding may do so. Please contact the Judicial Assistant for available dates.