

## **General Information for Family Matters in Division 35**

**(Current as of 1/12/2024)**

**The Honorable Stasia Warren's Courtroom is #11**

### **Emails**

All administrative matters are to be emailed to [cbeason@circuit7.org](mailto:cbeason@circuit7.org)

All proposed Orders are to be emailed to [division35@circuit7.org](mailto:division35@circuit7.org)

- This email is an incoming email only thus the Court does not respond back using this email address.
- Please do not email proposed Orders to both emails. Case Number(s) must be included in the subject line with the parties' names. All opposing parties and/or counsel must be copied in ALL communication with the Court.

### **Proposed Orders for Division 35**

- Any/all orders submitted to the Court must have the other party copied and must state any/all objections to the proposed Order's form or content or a statement that the proposed Order has been reviewed by the opposing party and there is no objection to said proposed Order's form or contents.
  - *Cover Letters to the Court are appreciated*
- The Judge's signature cannot be placed on page by itself. The following format is appreciated.

Signature  
Stasia Warren  
Circuit Judge

*\* The JA does not provide copies, please contact the Clerk of Court's Office*

### Pre Trial-Conferences

- Pre-Trial-Conferences are held the Wednesday prior to the date of the Final Hearing by ZOOM video conference. If your matter is one year or older, both parties and counsel are to appear in person.
- The Joint Pre-Trial Statement is to be submitted to the JA on or before the Monday prior to the Pre-Trial Hearing.

### Evidence/Exhibits

- Statutory authority and case law shall be delivered to the Trial Clerk, Donna Luoma, at least 5 Court days prior to any/all hearings. Only hard copies will be accepted. Do not email the JA or Clerk.
- Exhibits must be labeled alphabetically and given to the opposing party.

### Hearings

- Most short matters ZOOM is allowed using the division's permanent link
  - **<https://zoom.us/j/3862576090> Meeting**
  - **ID: 386 257 6090**
- To cancel a scheduled hearing, all parties must agree. Only the Judicial Assistant can remove a hearing off the judge's calendar. The cancelling party must email the request to cancel the hearing to the judicial assistant and include in the email that all parties agree to the cancellation. Upon confirmation from judicial assistant that hearing has been removed off the judge's calendar, the cancelling party must file a cancellation of hearing notice with the clerk of court and send a courtesy copy to the judicial assistant via email. If you fail to confirm with the judicial assistant the hearing has been removed from the judge's calendar and simply file a notice of cancellation the court does not receive notice of the cancellation and the parties will be expected at the scheduled hearing time.
- **ONLY THE COURT CAN CANCEL A FINAL HEARING**
- No hearing times will be given to motions that are not filed with the Clerk.

- **Prior** to requesting hearing time from the JA, the opposing party or counsel must be contacted with good faith to attempt to resolve the dispute.
- If hearing time is necessary, please email the JA ([cbeason@clerk.org](mailto:cbeason@clerk.org)) with a copy of the specific motion, the docket number, and the amount of time needed. The opposing side **must** be included in the email.
- Parties are to coordinate hearing times without involving the Court.
- Once the hearing time is agreed upon, email the JA to confirm that it is still available.
- Once confirmed, a Notice of Hearing must be immediately filed with the Clerk of Courts **and sent to the JA**. The JA will not set the hearing on the Judge's calendar without a courtesy copy.
- Notice of Hearings must include an honest and true statement stating:

“The undersigned counsel has conferred with counsel for the opposing party in a good faith effort to resolve by agreement the issues raised in the motion(s) noticed for hearing herein.”

### **Injunctions**

- Are held on Wednesday mornings starting at 9 a.m. Should a party be incarcerated at the Volusia County Branch Jail, advise the JA to have them transported for the hearing.