

## Division 05 – PROCEDURES

### Judge Linda L. Gaustad

Judicial Assistant – Cindy Sutton ([csutton@circuit7.org](mailto:csutton@circuit7.org))

Proposed Orders may be submitted in Word Format to [division05@circuit7.org](mailto:division05@circuit7.org)

Volusia County Courthouse, 101 N. Alabama Avenue, DeLand, Florida 32724

1. **MOTIONS:** must be e-filed/filed with the Clerk before a hearing will be scheduled.  
**STATE IN YOUR MOTION THE POSITION OF OPPOSING COUNSEL – WHETHER THEY OBJECT OR NOT TO THE MOTION.**
2. **ALL HEARINGS:** Must be coordinated with opposing counsel. For your convenience, you *may* e-mail the Judicial Assistant (furthermore known as J.A.) or set up a conference call with opposing counsel to the J.A. (We do NOT use internet calendaring).
3. **NOTICE OF HEARING:** Location must be in the Notice of Hearing (Hearing room number or courtroom number); name of the motion you are calling up for hearing, **and the clerk’s document number.** A courtesy copy of the Notice of Hearing shall be sent to the J.A. via e-mail or fax. (You can fax it to (386) 736-5982.)
4. **APPEARING VIRTUALLY / REMOTELY:** Any party, attorney, or attendee/s must have prior Court approval; by motion and order of the Court. The motion should include what type of conflict you may have. *Such as you have a conflict with another hearing that was previously set (include what type of hearing/case/location/judge?), you have a trial.*
5. **STIPULATIONS:** Stipulated agreements will be considered by the Judge and the proposed orders are to be sent to the J.A. via e-mail in *Word Format*.
6. **CONTINUANCES:** Unless you have an Order continuing your case, your case is still on the docket.
7. **WITHDRAW / SUBSTITUTION OF ATTORNEY:** Must meet the requirements under the Florida Rules of Judicial Administration - Rule 2.505.
8. **FAMILY LAW CASE/S:** Please carefully read the Uniform Pre-Trial Procedures in Family Cases (posted on this webpage). There are documents to be filed before trial. Mediation and parenting classes are to be completed BEFORE the trial date.