

JUDGE FOXMAN'S DIVISION 42 PROCEDURES

LOCATION AND GENERAL INFORMATION

Judge Karen Foxman's chambers are located at the S. James Foxman Justice Center, 251 North Ridgewood Avenue, Daytona Beach, Florida 32114. The telephone number is 386-239-7793 and the Judicial Assistant's, Mercede Pietzyk, email address is mpietzyk@circuit7.org

All hearings are held in person in Courtroom 6. The Court does not allow participatory appearances by telephone or by Zoom unless an emergency exists. Prior authorization by the court is required.

All parties must be copied on any correspondence sent to the Court.

SCHEDULING HEARINGS

Before attempting to schedule a hearing, the moving party must make a good faith effort to resolve the issue with the opposing party. Hearing time must be coordinated with opposing counsel/pro se party. Good faith cooperation in coordination of hearing time is expected by all. The lawyers must inform the Court on the amount of time to be reserved for the hearing.

Once a hearing is scheduled, the scheduling attorney must confirm by filing a Notice of Hearing that includes:

1. The motion to be heard and the corresponding document number or date of filing.
2. The date and time of the hearing.
3. The location of the hearing.
4. The amount of time reserved.

All Defendants must be present for Case Management Conference and Docket Sounding.

CANCELLING A SCHEDULED HEARING

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, copy all parties, and include in the email whether all parties agree to the cancellation. Once the Judicial Assistant confirms the cancellation, the cancelling party must file a Notice of Cancellation and send a courtesy copy to the Judicial Assistant via email. If you fail to confirm with the Judicial Assistant that the hearing has been cancelled, then the Court will **not** accept the cancellation and the hearing will remain scheduled.

MEMORANDUM AND CASE LAW FOR JUDGE'S REVIEW

The Court will read all material (hard copies only – no emailed copies will be accepted) delivered to chambers at least **3 business days** in advance of a hearing.

If there is a large amount of material you want the judge to read prior to the hearing, please consider the judge may need more than 3 business days to read it all.

ORDERS

All orders should be sent in word format to division42@circuit7.org. You must indicate in the email that all parties agree to the form of the order or that a party disagrees. An email stating that you have sent the order to opposing counsel and have not heard back will be deleted.