

DIVISION 67 PROCEDURES

***** THIS DIVISION IS CURRENTLY VACANT *****

**TO REACH THIS DIVISION, PLEASE SEND AN EMAIL TO
[DIVISION67@CIRCUIT7.ORG](mailto:division67@CIRCUIT7.ORG)**

**THE 'DIVISION 67' E-MAIL IS BEING MONITORED REGULARLY
AND SOMEONE WILL RESPOND AS SOON AS POSSIBLE**

The following procedures apply to all civil and criminal cases pending in Division 67. These procedures are designed to assist the parties in having their cases handled as efficiently as possible. If you have questions regarding the requirements set forth herein, please send an email to division67@circuit7.org or call (904) 827-5652.

Appearances

- Appearances for criminal court proceedings are as follows:
 - In-person appearance is required for Sentencing, VOP Arraignments, VOP Hearings, Evidentiary Hearings, Docket Call, Jury Selection, Jury Trial, and Non-Jury Trial.
 - Virtual appearance is permitted for Arraignments, Pre-Trials, and the weekly "Rocket Docket".
- Appearances for civil court proceedings may be in-person or by Zoom, unless specified otherwise by the Court. Both appearance options should be indicated on the Notice of Hearing.

Criminal Rocket Docket

- If you have a criminal case that has reached a resolution, you have waived your client's appearance, and you have a signed and filed plea and waiver, then you may request to be added to the docket by sending an email to criminal@stjohnsclerk.com. Requests must be made at least 24 hours in advance of the requested Rocket Docket date, as well as at least 24 hours in advance of the docket on which the case is currently scheduled.
- The Rocket Docket is typically held weekly at 3:30pm (following the Criminal Pre-Trial Docket). Zoom appearance by counsel is permitted but is not required. Appearance by defendants is not needed. Any case with the appropriate plea and waiver may be sentenced on the Rocket Docket, regardless of the assigned Judge.

Setting Hearings

- You may obtain hearing dates and times by sending an email to division67@circuit7.org.
- When sending an email to request a hearing date, please copy all parties.

- Motions and responses, including any legal memoranda on issues to be presented at a hearing, should be filed and docketed prior to requesting hearing dates.
- Once a hearing date is chosen by the parties and confirmed by the division, the requesting party shall promptly file a Notice of Hearing, with a courtesy copy emailed to division67@circuit7.org. The Notice shall include the date and time of the hearing, the complete title of the motion(s) to be heard, the amount of time reserved, and the location of the hearing.
- You may not notice additional matters for hearing at the time reserved by another party unless the other party has consented to the addition and the additional matters are confirmed with the Judicial Assistant to ensure that enough hearing time is available. Hearings set without complying with these procedures will be cancelled.
- You must ensure that enough time is reserved to allow for arguments by all parties. All parties will receive equal time during hearings. Hearings scheduled with insufficient time to hear all parties' arguments will be cancelled and continued until sufficient time is available.
- Emergency hearings must be requested by sending an email to division67@circuit7.org, setting forth the reasons why the matter is considered an emergency. Matters referred to as an emergency that do not constitute a true emergency, will be summarily denied. Generally, emergencies exist where persons or property face the threat of imminent harm without court intervention.

Cancellation of Hearings

- A hearing may only be cancelled by the scheduling party.
- To cancel a hearing, a Notice of Cancellation must be filed with the Clerk of Court, with a courtesy copy immediately emailed to division67@circuit7.org prior to the hearing date.
- A hearing or trial set by the Court may only be cancelled by the Court. If you wish to cancel a hearing or trial that was set by the Court, please send an email to division67@circuit7.org with your request and copy opposing counsel on the email.

Continuances for Criminal Court

- Continuances for all criminal court must be requested by filing a proper and timely motion.

Proposed Orders

- Except in the case of an order granting default final judgment against a defendant, proposed orders following a hearing at which the Court announced a ruling and directed a party to submit a proposed order reflecting that ruling must be presented to opposing counsel prior to submission to the Court. The email to division67@circuit7.org, with the attached

proposed order, must indicate whether the proposed order has been shown to opposing counsel for review and whether opposing counsel agrees to its content.

- Proposed orders following a hearing at which the Court did not announce a ruling shall only be submitted if the Court requested the parties to do so.
- If there is counsel for all parties, proposed orders should be emailed to division67@circuit7.org in Word format with the subject line including “Proposed Order”, with opposing counsel copied on the email.
- Please make sure all submitted proposed orders have a service list indicated, including email addresses for all counsel and email / mailing addresses for *pro se* parties.

Agreed Orders for consented matters which do not need a hearing should be emailed to division67@circuit7.org with opposing counsel copied on the email. The motion and order must specify that the relief sought has been agreed to by all parties.

Motions to Withdraw as Counsel do not need to be set for hearing if there is a signed consent from the client filed with the Motion. If client consent is not obtained, the matter must be set for a hearing. Any pending cases previously set for hearing shall be continued if the hearing on the Motion to Withdraw cannot be scheduled prior to those set hearing dates. If opposing counsel does not object to the withdrawal, they do not have to attend the hearing. Similarly, motions to substitute counsel must contain the client’s written consent and otherwise comply with Fla. R. Gen. Parc. & Jud. Adm. 2.505.

Unsolicited Communications of any type should not be sent to the Court. All communications must be copied to opposing parties. Judicial Assistants are not permitted to relay to the Court the contents of any emails, letters or telephone conversations which may be considered improper ex-parte communication.