

Division 80 Judicial Practices and Procedures

(last modified June 23, 2025)

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A. Communications with the Judicial Office:

- **Method of communications:** All communications to the judicial office must be submitted by email to the Court's Judicial Assistant at: sfarmer@circuit7.org. The subject line must contain the case number, case name, and relevant matter.
- **Ex parte Communications:** All communications with the judicial office must comply with Canon 3 of the Code of Judicial Conduct, which prohibits a judge from initiating, permitting, or considering ex parte communications and from

considering other communications outside of the presence of the parties concerning a pending proceeding, unless authorized by law. All parties must be copied on any e-mail directed to the judicial office, unless an ex parte communication is authorized by law.

- **Unsolicited Communications:** Unsolicited communications from non-parties will not be considered by the court. Parties may only contact the judicial office in accordance with these practices and procedures.
- **Response to Inquiries:** The Court's Judicial Assistant is not authorized to provide legal advice. If the Court's Judicial Assistant is out of the office, you will receive an automated response to your e-mail directing you how to proceed in her absence. Responses to e-mails will be given in the order in which e-mails are received.

B. Scheduling Procedures:

All hearings must be requested by email to the Court's Judicial Assistant at sfarmer@circuit7.org. Counsel and parties attempting to schedule a hearing must make reasonable efforts to coordinate the hearing date and time with the other side. Failure to do so may result in the Court cancelling the hearing without further notice. The subject line must contain the case number, case name, and relevant matter. A notice of hearing must be filed and served by the party scheduling the hearing immediately after reserving hearing time. A notice of hearing must include the following minimum information: the case style including case number; the date, time, and location of the hearing; the matter (s) to be heard; the judge presiding over the hearing; and the amount of time reserved for the hearing. A notice of hearing involving any remote appearance must list the Zoom meeting information. All notices of hearing must contain the ADA notification required by Florida Rule of General Practice and Judicial Administration 2.540.

Cancellations: Only the party who scheduled the hearing can cancel the hearing. Even though a Notice of Cancellation may be filed with the Clerk, the party canceling the hearing must contact the Judicial Assistant to cancel the hearing.

Case Law/Memoranda of Law/Written Submissions in Advance of Hearings: The Court welcomes the filing of memorandum of law supporting or opposing a motion or other matter to be heard. The Court must have these materials at least **three (3) business days** prior to the scheduled hearing. Any party who wishes the Court to consider a memorandum

prior to the hearing on a motion shall submit it directly to the Judge's chambers via sfarmer@circuit7.org (with a copy to all other counsel and unrepresented parties).

Motions to Withdraw as Counsel: There is no need to set a hearing. Submit a proposed order with the Motion.

C. Remote Appearances:

All court proceedings in Division 80 are noticed to occur in person at Steven C. Henderson Judicial Center, 125 E. Orange Avenue, Courtroom 3, Daytona Beach. Any person wishing to appear by Zoom must submit the request in writing through the Clerk of Court. Attorneys are permitted to appear remotely for arraignments and pretrial conferences without the need to file a motion, unless otherwise ordered by the Court.

- Platform Used: The Court uses Zoom for remote appearances.
- Platform Meeting ID: 3862576074
- Other Remote Appearance Procedures:

Requirements: While attending remote proceedings you must be in appropriate attire. You must be in a quiet area without distractions. You must not appear in a moving vehicle.

If using the Zoom App:

- Go to the downloaded App
- Go to Join a meeting
- The meeting ID is 3852576074
- Type in your name to identify your phone number by name
- Click "join the meeting"
- Enable Video and Audio
- You should hear you are in the meeting

If using a computer:

- Go to <http://app.zoom.us/jc>
- Go to Join a Meeting
- The meeting ID is 3862576074
- Enable Video and Audio
- Type in your name to identify your phone number by name
- You should hear: "You are in the meeting"
- Make certain your device is mute. Do not speak until your case is called.

D. Submission of Orders:

All Proposed Orders must be submitted in Word format by email to the Court's Judicial Assistant emailed to sfarmer@circuit7.org.

E. Pretrial Procedures and Conferences:

Case Management Conference: Any party may request a case management conference (CMC) when a case requires. The court strongly encourages the early use of CMCs in more complex cases, multiple-party litigation, or any case that might benefit from court intervention. Unless excused by the court in advance, attendance at all CMCs is mandatory for all parties and attorneys.

Status Conference: Any party may request a status conference when a case requires. Parties represented by counsel are not required to appear at a status conference, unless otherwise ordered by the Court.

Scheduling: If the court agrees that a CMC or status conference is required, the Court will schedule a CMC or status conference and provide the notice directly, or through the Clerk of Court.

F. Setting Case for Trial:

Procedure: The Court will schedule cases for trial at the pretrial conference or docket sounding.

Notice Period: After docket sounding, the court will assign cases to specific days during the trial period and may assign back-up cases. Attorneys, parties, and witnesses are expected to be available during the entire trial period.

G. Other Division Procedures:

ADA Accommodations: If you need an ADA accommodation, please contact Court Administration, 101 N. Alabama Avenue, Suite B206, DeLand, FL 32724; (386) 257-6096. •

Interpreter Requests: If a spoken language court interpreter is needed for a hearing or trial, please contact Court Administration at 101 N. Alabama Avenue, Suite B206, DeLand, FL 32724. For more information, please email interpreter@circuit7.org or call (386) 626-6566. If a sign language interpreter or accommodation is needed for a hearing or

trial, please contact Court Administration at 101 N. Alabama Avenue, Suite B206, DeLand, FL 32724; (386) 257-6096; SignLanguageRequests@circuit7.org.

H. Veteran's Court:

Judge Feigenbaum also presides over the Judge David B. Beck Veteran's Court for the east side of Volusia County (Division 88) at the Steven C. Henderson Judicial Center in Daytona Beach. For eligible individuals who have served in the United States or allied countries, Veteran's Court offers an avenue to resolve legal issues by addressing and treating the root cause of the alleged criminal behavior by a therapeutic approach using military and veteran's benefits.

- a.** Observing Veteran's Court: Before being admitted into Veteran's Court, a Veteran must first observe a Veteran's Court proceeding. Defense counsel will then contact the Assistant State Attorney assigned to the case, and work on an agreement that is acceptable to the parties.
- b.** Veteran's Court Coordinator: For any questions about Veteran's Court or to observe a Veteran's Court proceeding, please contact our Veteran's Court Coordinator Kelly Kibbe at kkibbe@circuit7.org or 386-239-7770, Option 2.
- c.** Volusia County Veterans Participation Agreement and Disclosure Form.

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