

## **Family Division 47 Procedures and Trial Dates 2024/2025**

Judge Christopher France  
1769 E. Moody Blvd. Bldg. 1  
Bunnell, FL 32110  
Courtroom 403  
Judicial Assistant: Jennifer Sirman: [jsirman@circuit7.org](mailto:jsirman@circuit7.org)

**E-MAILS AND CORRESPONDENCES**: Please be sure to copy opposing counsel in all e-mail correspondence to this office. If the other party is Pro se, it is more likely than not that the Clerk's office has their e-mail address on record- in that case- opposing party needs to be copied as well. To prevent email log jam, please omit the JA from scheduling coordination and conversations.

**PHONE CALLS TO THIS OFFICE**: Please refer all requests to this office via e-mail. This office is more than happy to entertain both counsels on the phone- however, to prevent any misunderstanding of what has been discussed; e-mail is the preferred method of communication.

**EMERGENCY MOTIONS**: Once you have filed your emergency motion, please forward a copy to: [division47@circuit7.org](mailto:division47@circuit7.org). Please be sure to copy all parties in the e-mail.

**THE CLERK'S OFFICE DOES NOT FORWARD MOTIONS (EVEN EMERGENCY ONES) TO THIS OFFICE IF THEY ARE ATTORNEY REPRESENTED.**

**MOTIONS AND CONTINUANCES**: Motions filed will need to have to the position of the opposing party if parties are represented. Agreed upon Motions usually will not require a hearing. Any Motion for Continuance without reason given will be denied. Motions to Withdraw and/or certain Substitutions of Counsel require client consent to have an order entered without the necessity of a hearing.

**PROPOSED ORDERS**: all orders are to be submitted through the e-portal unless otherwise instructed by the Judge. Please e-file your proposed order as you would any other pleading-DO NOT use the proposed order option on the 1<sup>st</sup> or 2<sup>nd</sup> page of the filing portal. This option is for specific counties that do not include Flagler. If

you had a hearing, and the court requested the order to be submitted in word format, please submit to: [division47@circuit7.org](mailto:division47@circuit7.org).

**FINAL JUDGMENTS AND MSA'S**: Consented Final Judgement's with MSA and/or Parenting plans may be submitted directly through the e-portal as one attachment unless otherwise instructed by the Judge. A Motion for Judgment on the Pleadings is required to enter the Judgment without the necessity of a final hearing.

PLEASE NOTE: MEDIATED/MARITAL SETTLEMENT AGREEMENTS AND PARENTING PLANS ARE TO BE NOTARIZED UNLESS CONDUCTED BY THIS COURTS ASSIGNED FAMILY COURT MEDIATORS.

**HEARINGS**: Hearings before this Court are in person (EXCEPT CMC'S). Parties wishing to appear remotely must file a Motion, with cause, and if there is any objection from opposing counsel. In addition, please file a proposed order to include the Court's ZOOM Meeting ID: 386 313 4515 to be considered. COURT REPORTERS ARE TO APPEAR IN PERSON.

To obtain a list of available times to coordinate:

Log into Benchmark:<https://apps.flaglerclerk.com/Benchmark/Home.aspx/Search>

1. Go to Reports
2. Hit "available hearing times"
3. Enter a date range (best to go out at least 3 months)
4. Enter Judge Christopher France
5. Change event type to: HEARING

\*\*\* THIS WILL GENERATE A REPORT OF AVAILABLE HEARING TIMES\*\*\*\*\*

6. Coordinate the desired date and time
7. When coordinated, go to Calendar (be sure to enter Judge France at the top)
8. Click on the desired time Block and hit "schedule case" on the left. If scheduling MORE THAN 30 minutes, please schedule on the each consecutive time block.
9. You may also view the calendar directly. Pleased be advised that the "Motion" time blocks are for civil cases only.

Please prepare a NOTICE OF HEARING and include the following:

1. MOTION TO BE HEARD WITH CORRESPONDING DOCKET NUMBER
2. TIME RESERVED

**EXPEDITED HEARINGS:** If you need a hearing 10 minutes or less- please email the JA for next available dates. Be sure to provide case number and time needed. Expedited Hearings may not be scheduled online directly.

**CANCELLATION OF A HEARING:** Please E-mail or call the JA to cancel and e-file a Notice of Cancellation through the E-Portal. If a mistake was made when scheduling, please call the JA to cancel, as you do not have this option.

**Trials:** Parties are always welcome to seek a Time Certain Trial Date and skip Docket Sounding. Please email the JA with the details to acquire the next available trial dates. Please refer to the “Exhibits/Evidence” instructions set forth by the clerk attached.

## FAMILY DIVISION CMC/DS AND TRIAL DATES

JULY 9	AUGUST 12
AUGUST 6	SEPTEMBER 9
SEPTEMBER 3	OCTOBER 14
OCTOBER 1	NOVEMBER 12
NOVEMBER 5	DECEMBER 9
DECEMBER 3	JANUARY 13

## 2025 DOCKET SOUNDING AND TRIAL DATES

JANUARY 7	FEBRUARY 11
FEBRUARY 4	MARCH 10
MARCH 4	APRIL 14

APRIL 1	MAY 12
MAY 6	JUNE 9
JUNE 3	JULY 14
JULY 1	AUGUST 25
AUGUST 12	SEPTEMBER 8
SEPTEMBER 2	OCTOBER 13
OCTOBER 7	NOVEMBER 10
NOVEMBER 4	DECEMBER 8
DECEMBER 2	TBD

## **INSTRUCTIONS FOR SUBMITTING EXHIBITS FOR TRIALS AND/OR EVIDENTIARY HEARINGS**

### **EXHIBITS/EVIDENCE MUST BE SUBMITTED AT LEAST**

#### **3 DAYS<sup>1</sup> PRIOR TO TRIAL FOR FAMILY CASES- 5 DAYS FOR CIVIL CASES**

- Exhibits/Evidence to be considered for your Hearing or Trial may now be filed directly through the E-Portal.<sup>2</sup>
- Separately mark each e-filed exhibit **ON THE BOTTOM RIGHT HAND CORNER** as “Petitioner’s Exhibit A, B, C ....or “Respondent’s Exhibit A, B, C...” as appropriate.
- Each exhibit is to be e-filed as a separate attachment (do not include a cover page).
- Exhibits to be submitted for Evidence must be e-filed as instructed, even if the document is currently filed.
- Please file an Exhibit’s List, which itemizes the exhibits that have been filed for reference. Documents and Exhibits not e-filed in a timely fashion may not be considered by the Court
- EXHIBITS MUST BE COPIED TO OPPOSING COUNSEL/PARTY AND AGREED TO IN ORDER TO BE ENTERED AS EVIDENCE.
- Exhibits that cannot be e-filed (i.e., videos, flash drives, etc..) must be included on the exhibits list (and properly marked) and mailed directly to the Clerk of Court at least 5 days prior to your Trial/Hearing.

---

<sup>1</sup> Business days, not calendar days.

<sup>2</sup> The E-filing portal is free option to file documents directly into your case/ This option is free of charge and may be accessed at: <http://www.myflcourtagency.com>. A tutorial may be found on YouTube under “Florida Courts E-portal”.

- Any case law to be reviewed by the Court may also be e-filed directly through the e-portal at least 5 business days prior to your Hearing/Trial.
- If you are unable to e-file, please contact the Clerk of Court and set an appointment for the Clerk to properly ID your Exhibits OR
- **IF YOUR EXHIBITS EXCEED “ZZ” YOU WILL NEED TO SET AN APPOINTMENT WITH THE CLERK AT LEAST 7 BUSINESS DAYS PRIOR TO THE TRIAL AND DELIVER YOUR EXHIBITS IN PERSON.**