

FAQ (Pro se/unrepresented litigants)

**Can I speak or write to the Judge?**

NO. Anything you wish this court to review must be copied to all parties and filed with the Clerk of Court in the form of a Motion/Notice of filing.

**Can I appear for Court remotely, via ZOOM?**

NO- any party wishing to appear remotely must file a Motion/Request to the Court at least 5 days prior to the scheduled Hearing/Trial.

Currently, all matters before this Court **are in person**. Except for: Case Management Conference and Docket Sounding. Please refer to your Notice of Hearing for further information.

**Can I see what is in my Court file?**

Yes. You may view your file/case directly online at [www.flaglerclerk.com](http://www.flaglerclerk.com) and click on "Court Records". In order to view you file in its entirety, you must set up your account by completing the Registered User Agreement.

<https://flaglerclerk.com/wp-content/uploads/2015/11/Flagler-County-Registered-User-Agreement.pdf> . Completed applications must be submitted to support@flaglerclerk.com and NOT this office.

**How do I file something with the Court?**

You may file directly with the Clerk of Court located at the Flagler County Courthouse. Documents may be filed directly with the Clerk of Court or by electronic submission by visiting [www. myflcourtaccess.com](http://www.myflcourtaccess.com). **An Account must be set up to e-file.**

**How do I acquire hearing time?**

A Motion must be filed with the Clerk of Court in order to obtain hearing time. Any petitions filed must have a **Return of Service** in order to acquire hearing time. If you have not received notification of your hearing being set within 10 days of filing, please contact this office at: 386-313-4515 or [jsirman@circuit7.org](mailto:jsirman@circuit7.org).

**What is a non-jury trial?**

THIS IS YOUR FINAL HEARING. Please be sure to review the "Uniform Pre Trial Order" found on this website. Please refer to the "Family Division 47 Procedures" on this Courts webpage for instructions on the submission of evidence in your case. This may be conducted electronically or by setting an appointment with the Clerk's office. **Evidence may not be submitted AFTER your trial has taken place.**

If you are in need of assistance, please contact the **Self Help office at 386 313 4550**- this office is located on the 2<sup>nd</sup> floor of the Flagler county Courthouse. If you are in need of legal assistance, please contact an attorney or Community Legal Services at 1-800-405-1417. Community Legal Services offers free or low cost legal services to those who qualify.