

Honorable Wesley Heidt
125 E Orange Avenue
Room 207
Daytona Beach FL 32114
Phone 386-257-6060
Judicial Assistant: Kenley Matejka (kmatejka@circuit7.org)

ZOOM MEETING ID: 386 257 6060*

(*see last page)

General Scheduling and Procedures for Division 85
(updated 7/1/25)

Scheduling A Hearing

- Reasonable efforts should be made to resolve the issue in question before setting the hearing. Hearing time must be coordinated with opposing counsel/pro se party. The attorneys must agree on the amount of time to be reserved for the hearing allowing sufficient time for each party.
- Hearing time should be requested by e-mail to the judicial assistant with the opposing party or his/her counsel (if applicable) copied on the e-mail request.
- Your hearing request should include the complete case number, complete style of case, amount of hearing time required, the party whose motion is being scheduled for hearing and what motion (s) is being heard.
- The judicial assistant will respond to all parties with available hearing times.
- Once the parties have agreed upon a date, one of the parties should contact the judicial assistant to confirm the hearing time and the judicial assistant will send a confirming e-mail of the scheduled hearing date to all parties. Available hearing time is subject to change until confirmed with the judicial assistant.

Notices of Hearing

- The party requesting the hearing time shall promptly file a notice of hearing setting forth:

the time and date of the hearing;
the motions or matters to be heard (with clerk docket number); and
the amount of time reserved for the hearing.

Cancellations

- A hearing may only be canceled by the scheduling party.
- The cancelling party **MUST** e-mail the judicial assistant to advise that the hearing has been canceled.
- A hearing set by the court may only be canceled by the court.

Written Submissions in Advance of Hearings

- The Court welcomes the filing of memoranda of law supporting or opposing a motion or other matter to be heard, as well as the supporting case law.
- The court requests these materials be efiled or sent via US Mail to the above listed address to arrive 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 first electronically file the submission with a copy to all other counsel and unrepresented parties.
- A courtesy copy of the memorandum may be provided directly to the Court, but it is not required and in the alternative to a full copy of the memorandum, the party may simply efile the memorandum and provide the Court with a copy of a Notice of Filing of the memorandum.

Proposed Orders

- All proposed orders should be submitted in Word format to Division85@circuit7.org.
- The Division 85 e-mail is for submitting proposed port orders ONLY. Do not submit other pleadings, requests, questions or other communications to the Court via this divisional e-mail address as you will not receive a response.

Ex-Parte Communications

- A communication intended to be viewed by the Court generally requires that it be in the form of a pleading, motion, notice, stipulation or other document authorized by the applicable rules of procedure and should be filed directly with the clerk of the court.
- All communications (whether written or electronic) must be copied to the other party.
- E-mail should rarely be used as a means for communicating directly with the Court with the exception of scheduling purposes.
- The Court's judicial assistant is not permitted to relate to the Court the contents of any emails, letters or telephone conversations which would be considered improper or ex-parte communication with the Court.
- The Court cannot act on an oral request from any party. If you have a request of the court (e.g. a request to continue or reset a hearing), then you must file your written request with the clerk of the court and provide a copy to all parties.
- A defendant may make a written request of the Court by visiting the clerk's web page at www.clerk.org and clicking on the "Contact Us Online" envelope icon in the middle bottom of the clerk's home page. A form will appear requiring the defendant to complete

all information (case number, current address, e-mail, telephone number) and allowing space for the defendant to state their request to the Court.

- Defendants may also check the status of their case by visiting www.clerk.org and clicking on “Search Public Records Online” on the bottom right hand side of the clerk's home page.

Remote Appearance

- Zoom video conferencing is the platform utilized by the Seventh Judicial Circuit for remote appearances.
- The Zoom meeting ID is 386 257 6060 and no password is required. If possible, please sign on with your name and case number and mute yourself until the Judge calls your name.
- Remote appearance may be allowed by the court with prior approval.
- Prior approval is NOT necessary for attorneys appearing remotely for pretrial conferences or Case Management Conferences, but appearance for any other matter does require prior court approval.
- Hearings that are evidentiary in nature generally require a personal appearance before the Court.
- Defendants residing outside the state of Florida may appear via Zoom video conferencing without prior approval of the court.

Motions to Continue

- Motions to Continue must be filed at least three (3) business days in advance of the scheduled hearing date.
- When filing a Motion to Continue, a proposed order in support of the Motion must be sent in Word format to Division85@circuit7.org.

DUI Treatment Court

- Judge Heidt also presides over the DUI treatment court which is Division 87. The agreement necessary for entering the program can be found on Judge Heidt's homepage.
- For additional information about the DUI treatment Court, please contact Judge Heidt's judicial assistant or the DUI Treatment Court Program Coordinator, Rico Calderon at (386) 239-7770, ext. 5, or via email at rcalderon@circuit7.org.

Plea Forms

- A misdemeanor Plea and Waiver form in both English and Spanish can be found on Judge Heidt's homepage.
- The Application for the Public Defender can be found at www.pd7.org.
- Additional information can also be found at www.clerk.org.