

## **BENCHMARK SCHEDULING AND ZOOM CONNECTION**

This is a supplement to the Court's Standing Order for Civil Procedures in Division 57 found on the Court's website. At this time all hearings will be conducted in person with the exception of Case Management Conferences and Pretrials, or unless otherwise instructed by the Court.

**HOW TO SET A HEARING:** THIS FUNCTION IS FOR ATTORNEYS ONLY. Hearings must be coordinated amongst the Parties. In order to schedule a hearing, you must complete the Benchmark Application/Court Records Registration Agreement located online at <https://stjohnsclerk.com/courts/> in order to get a login and password. Log into Benchmark by going to <https://apps.stjohnsclerk.com/Benchmark/Home.aspx/Search>

***\*\*Hearings may not be scheduled on the Court's calendar less than 10 days out\*\****

1. Go to Reports in the drop down links located on the left.
2. Hit "available hearing times"
3. Enter a date range (go out at least 60 days)
4. Change judge's name to Judge Joan Anthony
5. Change event type to Hearing(Family). This will generate a report of all available hearing times for Division 57
6. Coordinate the desired date and time between the Parties (represented and non-represented)
7. When coordinated, please email the Judicial Assistant for Judge Anthony, Nicole Hamilton at [nhamilton@circuit7.org](mailto:nhamilton@circuit7.org) with the date and time for the coordinated hearing, what type of hearing (please include the DIN #) as well as the amount of time needed. The Judicial Assistant will calendar the hearing, and the moving party will prepare the notice of hearing.

Any hearing time over an hour will need to be set through the Court by the Judicial Assistant. All hearings must be coordinated with all parties prior to calendaring.

Please prepare a NOTICE OF HEARING and include the following:

1. Motion(s) to be heard with the docket number.
2. The location of the hearing whether in person or via zoom: access information located below and on the Court's webpage at [www.circuit7.org](http://www.circuit7.org)
3. Time reserved for the hearing and the hearing duration.

***Do not*** schedule hearing time for motions not yet filed.

**ZOOM ACCESS:**

If you are joining from a PC, Mac, iPad, iPhone or Android device: Please log in to the following website to start or join: <https://zoom.us/join> and enter Meeting ID code: 904 827 5603 and password 380 923. Please properly identify yourself on your device once connected.