

DIVISION 02 – CIRCUIT CIVIL

INTERM PROCEDURES

Location and General Information

The chambers of Judge Randell H. Rowe, III is located at Volusia County Courthouse, 101 N. Alabama Avenue, Suite D-443, DeLand, Florida 32724. All trials will be held in Courtroom 4A and hearings will be held in Hearing Room 413. The Judicial Assistant is Diana Winfrey whose email address is dlwinfrey@circuit7.org and telephone number is 386-736-5946.

Hearing & Scheduling

IN-PERSON HEARINGS: All non-jury trials (excluding uncontested foreclosures), evidentiary hearings and hearings scheduled 30 minutes or longer shall be IN PERSON. All 15 minute hearings may be conducted remotely via **ZOOM**. All zoom hearings are assigned the following permanent zoom ID number: **386 736 5946**.

To find available hearing times, can be found at <https://judviewvolusia.circuit7.org/BenchmarkWeblive>. The available hearing time report is under the reports tab on the Benchmark toolbar on the left side of your screen. To run this report, in the dropdown menu for Judge select Randell H. Rowe, III. Do not use the dropdown menu for event type; instead leave the default selection of ALL. Selecting an event type will result in a blank report.

Each hearing block on Benchmark is for 15 minutes of time. If more than 15 minutes is needed, select dates that have consecutive open blocks of hearing time.

After you have conferred and obtained agreement from all parties as to a hearing date and time, e-mail the Judicial Assistant with copies to all parties requesting the agreed hearing date and time. Your email (copied to all parties) must include the case name, the case number and a list of the motions being heard with the Clerk's document number. Note: Only after you have sent this email to the Judicial Assistant and received confirmation of the hearing can you efile the Notice of Hearing. **PLEASE MAKE SURE YOUR NOTICE INDICATES THE AMOUNT OF TIME SCHEDULED FOR THE HEARING.**

Only the Judicial Assistant can cancel a hearing. Filing a Notice of Cancellation will not cancel a hearing. Send cancellation requests by email to the Judicial Assistant no fewer than 48 hours prior to the hearing. Counsel **must appear** at any hearing not timely approved for cancellation.

A Notice of Evidentiary Hearing must include the following language: All exhibits must be exchanged and provided to the Clerk at least 48 hours prior to the hearing.

Submit any large hearing materials for the Court's review no fewer than five (5) business days in advance.

The Expedited Docket is for short matters only and provides a hearing time of 5 minutes or less. You may contact the Judicial Assistant for available dates via email.

Proposed Orders

Submit all proposed Orders via email to division02@circuit7.org in Microsoft WORD format. **DO NOT MAIL OR EFILE PROPOSED ORDERS.** A proposed order must be circulated among the parties prior to submitting it to the Court. If another party objects to a proposed Order, this objection must be noted in the email to the Court.

Exhibits for Evidentiary Hearings

Mail or hand-deliver hard copies of all non-demonstrative exhibits, along with an index to the Clerk of Court at the Volusia County Courthouse, 101 N. Alabama Avenue, DeLand, Florida, at least two (2) business days in advance of any hearing or trial.

Foreclosure Judgments

Deliver all proposed Final Judgments of Foreclosure directly to the Randell H. Rowe, III, at the Volusia County Courthouse, 101 N. Alabama Avenue, Suite D-443, Deland, Florida 32724, along with sufficient copies for conforming and pre-addressed stamped envelopes at least five (5) business days prior to the Foreclosure Summary Judgment hearing or trial.

Settlement

When a case has settled, promptly notify the Court by e-filing a Notice of Settlement followed by the closing documentst.