

WHEN YOU FILE THROUGH THE E-PORTAL, THE CLERK HAS 72 HOURS TO PROCESS YOUR FILING TO REFLECT IN THE COURT FILE. IF YOU HAVE FILED UNTIMELY- PLEASE CONTACT THE CLERK'S OFFICE TO EXPEDITE YOUR FILING AT 386-313-4400

SUBMITTING PROPOSED ORDERS: all orders are to be submitted through the e-portal unless otherwise instructed by the Judge. If the court has requested the orders to be submitted in word format, please submit to: division47@circuit7.org. If a Motion and Proposed Order are filed, the Motion shall include the consent of the opposing party, otherwise the Proposed Order may not be considered without the necessity of a hearing.

HEARINGS: Hearings and Non-Jury Trials are to be noticed "in person". Any party wishing to appear remotely must file a Motion for Zoom Appearance and a Proposed Order Granting (as separate attachments) with the following zoom link: <https://zoom.us/j/3863134515> to be considered by the Court. This will need to be filed at least 5 days prior to the hearing/trial. **Please note:** It is imperative to know whom is appearing in person, and whom is appearing remotely. Most importantly that there is no objection to a hybrid hearing. **IF A COURT REPORTER IS DESIRED, THEY MUST APPEAR IN PERSON.**

CMC's, Docket Sounding, and Dependency Court are the only events conducted via ZOOM. No Motion/Order is required.

HOW TO SET A HEARING: THIS FUNCTION IS FOR ATTORNEYS ONLY. IF COUNSEL DOES NOT REPRESENT YOU, PLEASE CALL 386-313-4515 TO ACQUIRE HEARING TIME.

You must complete the Benchmark Application in order to schedule a hearing. Hearings may be scheduled directly online.

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 2 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.

TIME BLOCKS ARE IN 30 MINUTE INCREMENTS. PLEASE BE SURE TO RESERVE ALL TIME BLOCKS NEEDED. ALL HEARINGS MUST BE COORDINATED. IF YOU

NEED TIME HELD FOR COORDINATION, PLEASE CONTACT THE JUDICIAL ASSISTANT TO HOLD TIMES FOR 48 HOURS.

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 a short matter hearing is needed - these may be scheduled at 8:45 a.m. on any given day. **Please contact the Judicial Assistant to schedule expedited hearings directly at: jsirman@circuit7.org or by calling 386-313-4515. (Date and times are subject to change)**

HALF DAY/ FULL DAY HEARINGS- You may view Judge France's Calendar directly to see if these times are available. Please feel free to contact the Judicial Assistant for assistance.

CANCELLATION OF A HEARING: Please E-mail or call the JA to cancel and e-file a Notice of Cancellation through the E-Portal. **HEARINGS MAY CANCELLED UP TO 3 DAYS PRIOR TO YOUR HEARING-OTHERWISE, YOUR PRESENCE IS REQUIRED. If a mistake was made when scheduling, please call the JA to cancel, as you do not have this option.**

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.

E-MAILS AND CORRESPONDENCES: **Please be sure to copy opposing counsel in all e-mail correspondences 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.

PHONE CALLS: 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.

MOTIONS AND CONTINUANCES: Motions and Continuances addressed in Court require an Order. Agreed upon Motions usually will not require a

hearing. Any Motion for Continuance without reason given will be denied. Motions to Withdraw and/or Substitutions of Counsel require client consent; otherwise, a hearing will need to be scheduled.

EMERGENCY MOTIONS: Once you have filed your emergency motion, please forward a copy to: 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.

Please refer to the "Exhibits/Evidence" tab on this court's webpage for procedures on the submission of exhibits for evidentiary hearings and/or non-jury trials.

Thank you for taking the time to review these procedures! ☺

JUDGE CHRISTOPHER A. FRANCE– DIVISION 47
2021/2022 CASE MANAGEMENT/DOCKET SOUNDING/TRIAL WEEKS

CASE MANAGEMENT A.M DOCKET SOUNDING P.M.	TRIAL WEEKS
JANUARY 4	JANUARY 24
FEBRUARY 1	FEBRUARY 7
MARCH 1	MARCH 7
APRIL 5	APRIL 11
MAY 3	MAY 9
JUNE 7	JUNE 13
JULY 12	JULY 25
AUGUST 5	AUGUST 8
SEPTEMBER 6*	SEPTEMBER 19
OCTOBER 4	OCTOBER 10
NOVEMBER 1	NOVEMBER 7
DECEMBER 6	DECEMBER 12

Trial dates are subject to change. Please contact the Judicial Assistant for confirmation of available dates. Any party wishing to coordinate a time certain trial and be excused from docket sounding may do so. Please contact the Judicial Assistant for confirmation of availability.

* Updated 2/2022

