

Judge Robert A. Sanders, Jr./Division 84
General Scheduling and Procedures
(updated 07/23/2024)

Location and General Information:

Unless otherwise specified in the notice, all hearings scheduled before Judge Robert A. Sanders, Jr., Division 84, will be conducted in **Hearing Room 302** of the Volusia County Courthouse Annex, 125 East Orange Avenue, Daytona Beach, FL 32114. Judge Sanders' Judicial Assistant is Carey Annunziata, and her email address is cannunziata@circuit7.org. The office telephone number is 386-257-6070, and the fax number is 386-248-8154.

Motions and Proposed Orders:

Parties should, whenever possible, prior to filing or upon receiving a motion, contact the opposing party to determine if the matter can be resolved in whole or in part. This may alleviate the need for filing the motion or allow submission of an agreed order in lieu of a hearing.

Motions must be e-filed with the Clerk of Court before a hearing will be scheduled, or an order submitted to the Judge for review. Please state in your motion the position of opposing party – whether they object or not to the motion.

Proposed orders should be emailed to division84@circuit7.org in an up-to-date WORD format. PDF orders will not be accepted. The division 84 email is solely for the purpose of submitting proposed orders. It does not allow for a reply and/or forward. Do not submit other pleadings or requests via this division email address. The Court will no longer accept “paper” orders, meaning orders sent through postal mail. All orders must be sent electronically.

Motions to Compel Discovery:

Please see Administrative Order **CV-2022-004-SC** (at www.circuit7.org) prior to filing motions to compel discovery. All hearings to be conducted on Motions to Compel will be held in person only. Once a Motion to Compel hearing has been set, the hearing may not be cancelled.

Motions to Withdraw:

There is no need to set a hearing if you submit a signed consent from your client and a joint stipulation from counsel.

Agreed Orders:

Should state that they are agreed to by all parties within the order, or stipulation may be submitted.

Scheduling a Hearing:

All hearings should be scheduled by email through the Judicial Assistant at cannunziata@circuit7.org. In your email, please include the case number, how long is needed, which month you would like for the hearing time, and what motion(s) are being heard.

If the matter may be heard at an abbreviated hearing, the short matters docket may be available.

Hearing Time:

Reasonable efforts should be made to resolve the issue in question before setting the hearing, and reasonable attempts should be made to coordinate the date and time of the hearing with all parties and counsel, including pro se parties.

Only the party who scheduled the hearing can cancel the hearing. Even though a Notice of Cancellation may be filed with the Clerk, the party canceling the hearing must contact the Judicial Assistant to cancel the hearing.

Further, no hearing may be cancelled unless prior to the cancellation the parties have submitted an agreed order to the Court fully resolving the matters to be heard.

If a party wishes to cross-notice a motion for a hearing time that has been previously set, please contact the party that initially set the hearing. If there is no objection, and time permits, the matter will be heard at that time. The cross notice of hearing should be e-filed with the Clerk of Court, with copies to all parties and the Judicial Assistant. Unless the parties agree otherwise, the motion(s) originally noticed for the hearing will be heard prior to any cross-noticed matter.

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. The Court must have these materials 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 submit it directly to the Judge's chambers (with a copy to all other counsel and unrepresented parties). A party who wishes the Court to consider voluminous case law at a hearing should submit copies of the cases in the same manner and within the same time frame. **Please do not submit this information electronically.**

Unsolicited Communications:

Unsolicited letters, emails, or communications of any type should not be sent to the Court. The Court's Judicial Assistant is not permitted to relate to the Court the contents of any conversations which would be considered improper *ex parte* communication with the Court.

Note to unrepresented parties: If you have a request of the Court, e.g. a request to continue a hearing or mediation, appear remote, etc.; then you must file such request as a motion with the Clerk of Court, and send a copy to all parties.

Jury Trials:

Please see Administrative Order **CV-2023-002-SC** (at www.circuit7.org) regarding the use of Uniform Pretrial Procedures.

IN PERSON APPEARANCE IS REQUIRED FOR ALL JURY TRIAL PRETRIALS, DOCKET SOUNDING, AND JURY TRIALS.

Remote Proceedings (Zoom):

Please see the list below of those court proceedings for which remote appearance is authorized without further request.

Remote Proceedings Authorized
PIP/Glass/Insurance Case Management Conference
Summary Judgment/Summary Disposition

Zoom Meeting ID: 386 257 6070

Hearing Notices For Remote Proceedings:

When a remote appearance is permitted, the Hearing Notice should state that appearance by Zoom is “optional” and the notice should also contain the physical address where the hearing will take place.

IF APPEARING REMOTELY, VIDEO APPEARANCE WITH WORKING AUDIO IS REQUIRED

Judge Robert Sanders Zoom Conference Link: One Click Direct Link: https://zoom.us/j/3862576070 (or) Enter in browser: http://zoom.us Click: “Join a Meeting.” Enter Meeting ID: 386 257 6070

Exhibits for Evidentiary Hearings and Non-Jury Trials:

- If you have exhibits (documents, photographs, etc.) that you intend for the Court to consider at hearing or trial, you must provide a copy to the opposing party at least 5 business days prior to hearing or trial.
- Please bring hard copies of your evidence to court. Hard copies that are admitted into evidence will be retained by the Clerk’s Office.
- If you have a video to introduce into evidence, place the video on a thumb drive; bring the thumb drive and a device to play the video to the hearing or trial. If the video is admitted into evidence, the thumb drive will be retained by the Clerk’s Office.
- **Please do not file or send your exhibits to the Clerk ahead of your hearing or trial.**

Small Claims Pretrial Conference:

If counsel wishes to waive their appearance at a Small Claims Pretrial Conference, they may do so by entering into and timely filing a "Small Claims Pretrial Conference Responses Stipulation, Request to Waive Appearance, and Order". This form is available on the Court's website.

Please do not send any exhibits for a Small Claims Pretrial Conference. The Pretrial Conference is not your trial date, so the Court will not be receiving testimony or evidence that day.

Traffic:

Please file all motions with the Clerk's Office for processing and distribution to the appropriate Judge or hearing officer.

Civil Traffic:

- Arraignments and Hearing are held in person at Suite A – Sunshine Plaza, 2400 S. Ridgewood Ave., South Daytona, FL 32119.
- Please file all motions with the Clerk's Office.
- If you have exhibits (documents, photographs, etc.) that you intend for the Court to consider at hearing or trial, please bring hard copies of your evidence to court. Hard copies that are admitted into evidence will be retained by the Clerk's Office.
- If you have a video to introduce into evidence, place the video on a thumb drive; bring the thumb drive and a device to play the video to the hearing or trial. If the video is admitted into evidence, the thumb drive will be retained by the Clerk's Office.