

## MOTION HEARING PROCEDURES

### Division 05 /15 – Judge Linda L. Gaustad

Judicial Assistant – Cindy Sutton ([csutton@circuit7.org](mailto:csutton@circuit7.org))

Volusia County Courthouse, 101 N. Alabama Avenue, Deland, Florida 32724

1. **ALL HEARINGS:** Must be coordinated with opposing counsel. For your convenience, set up a conference call with opposing counsel and then call the Judicial Assistant (furthermore known as J.A.) (we do NOT use internet calendaring). A copy of the Notice of Hearing shall be sent to the J.A. via e-mail or fax. (You can fax it to (386) 736-5982.)
2. **MOTIONS:** must be e-filed/filed with the Clerk before a hearing will be scheduled.  
**STATE IN YOUR MOTION THE POSITION OF OPPOSING COUNSEL – WHETHER THEY OBJECT OR NOT TO THE MOTION.**
3. **NOTICE OF HEARING:** Location must be in the Notice of Hearing (Hearing room number or courtroom number); name of the motion you are calling up for hearing, **and the clerk’s document number.**
4. **STIPULATIONS:** Stipulated agreements will be considered by the Judge and the proposed orders are to be sent to the J.A. via e-mail in *Word Format*.
5. **CONTINUANCES:** Unless you have an Order continuing your case, your case is still on the docket.
6. **FAMILY LAW CASE/S:** Please carefully read the Uniform Pre-Trial Procedures in Family Cases (posted on this webpage). There are documents to be filed before trial. Mediation and parenting classes are to be completed BEFORE the trial date.