

REMOTE COURT PROCEDURES/SCHEDULING OF HEARINGS
DIVISION 32

In accordance with the Administrative Orders of the Florida Supreme Court presently in effect, all hearings in Division 32 shall be conducted via Zoom or CourtCall.

ZOOM INSTRUCTIONS: **Effective February 8, 2021,** all hearings scheduled shall be assigned a permanent Zoom ID number, with the following Zoom information to be included in the Notice of Hearing:

<https://zoom.us/join> and enter meeting ID: 386 257 6091

Dial by your location

- +1 786 635 1003 US (Miami)
- +1 470 381 2552 US (Atlanta)
- +1 646 518 9805 US (New York)
- +1 651 372 8299 US (Minnesota)
- +1 929 205 6099 US (New York)
- +1 267 831 0333 US (Philadelphia)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 470 250 9358 US (Atlanta)
- +1 602 753 0140 US (Phoenix)
- +1 669 219 2599 US (San Jose)
- +1 669 900 6833 US (San Jose)
- +1 720 928 9299 US (Denver)
- +1 971 247 1195 US (Portland)
- +1 206 337 9723 US (Seattle)
- +1 213 338 8477 US (Los Angeles)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)

Meeting ID: 386 257 6091

For all Zoom hearings, attorneys should advise any parties or witnesses to have Zoom available on their computers or electronic devices, with both audio and video capability. For all persons appearing on Zoom, please make sure your first and last name are entered accurately. Attorneys are requested to include “Attorney” or “Esq.” so that licensed attorneys can be identifiable to the judge, the clerk, and court reporter. Absent extenuating or unforeseen technological circumstances, all attorneys shall appear with video, not by audio only. All persons appearing via Zoom shall be in appropriate attire.

COURTCALL INSTRUCTIONS: For hearings on CourtCall, arrangements shall be made by calling (888) 882-6878 at least two (2) days prior to the scheduled hearing.

Additional information: <https://courtcall.com/>

COURT REPORTERS: If an attorney or a party would like a Court Reporter for the hearing, they are responsible for making those arrangements. Court Reporters will not have in-person access to the courthouse so the arranging attorney or party shall provide all information necessary for the Court Reporter to attend the hearing via Zoom or CourtCall.

Attorneys shall refer to the following link for court reporter qualifications:

<https://www.flcourts.org/content/download/218951/1979652/CourtReporting-Methods.pdf>

HEARINGS:

After coordinating with opposing counsel/pro se party, most hearings, sixty (60) minutes or less, may be scheduled on the Benchmark system accessed by the following link: <https://judviewvolusia.circuit7.org/BenchmarkWebLive>.

For additional information, please see:

http://www.circuit7.org/Attorney%20Resources/BENCHMARK_FAQ.pdf

Regular civil hearings are scheduled on Benchmark in fifteen (15) minute blocks up to sixty (60) minutes.

Matters that require more than sixty (60) minutes must be requested for scheduling through the judicial assistant by email to awalker@circuit7.org.

Once a hearing is scheduled, the scheduling attorney/party must confirm by filing a Notice of Hearing, which includes: (a) the docket number and the filing date of the motion to be heard; (b) the amount of time reserved; and (c) Zoom Meeting or CourtCall information. The Notice of Hearing must be provided to the judicial assistant by email to awalker@circuit7.org.

CROSS NOTICE OF HEARING: A hearing may be cross-noticed only with the agreement of the attorney who initially set the matter for hearing. The Cross Notice of Hearing must also be provided to the judicial assistant.

EMERGENCY HEARINGS: A request for an emergency hearings must be in writing, detailing the reasons why the matter is considered an “emergency.” The request must be delivered to the Judge’s chambers. Matters referred to as an “emergency” that do not constitute an emergency, will be summarily denied. Generally, emergencies exist where persons or property face the threat of imminent harm without court intervention.

EVIDENTIARY HEARINGS: An evidentiary hearing shall be identified as such in the Notice of Hearing.

EXPEDITED HEARINGS are held at 9:15 a.m. on most Wednesday mornings and should take no longer than five (5) minutes; all expedited hearings are non-evidentiary.

FORECLOSURE DEFAULT/SUMMARY FINAL JUDGMENT HEARINGS are held at 10:00 a.m. on most Wednesday mornings.

Memorandum of Law/Case Law/Materials are accepted and may be delivered in hard copy* to judicial chambers for the judge's review prior to the hearing as follows:

For hearings scheduled for thirty (30) minutes or less, all material shall be delivered a minimum of three (3) business days in advance of a hearing.

For hearings scheduled longer than thirty (30) minutes, all material shall be delivered a minimum of seven (7) business days in advance of a hearing.

***Submissions of material ten (10) pages or less (excluding a cover letter) may be provided via email to awalker@circuit7.org.**

CANCELLATION OF A HEARING must be requested a minimum of forty-eight (48) hours prior to the scheduled hearing. Absent this advanced notice, counsel shall appear for the scheduled hearing. **ONLY the Judicial Assistant can cancel a hearing; the filing a Notice of Cancellation will not cancel your hearing.** All requests for cancellation shall be sent via email to awalker@circuit7.org.

****ALL HEARINGS ARE OPEN TO THE PUBLIC VIA ZOOM****

ORDERS: All proposed orders EXCEPT for Final Judgments of Foreclosure, shall be emailed to division32@circuit7.org in Microsoft WORD format. Proposed orders must be circulated between the parties BEFORE submission. If a party objects to a proposed order, this objection must be noted in the email to the Court. Proposed orders shall state that copies have been furnished by eService to each named attorney. The moving party must mail or otherwise deliver copies of the signed order to any *pro se* litigant or other litigant who cannot be served automatically by eService. A Notice of Service must then be filed in the court file to reflect delivery of the order.

Foreclosure Proceedings/Original Documents (including affidavits, notes and mortgages, default letters, allonges, and assignments) must be SENT DIRECTLY TO THE CLERK'S OFFICE. No hearing shall go forward if the original documents are not filed with the clerk by the date of the hearing. All proposed Foreclosure Final Judgment packets must be submitted a minimum of five (5) business days in advance of the hearing with sufficient copies and self-addressed, stamped envelopes for all parties listed in the certificate of service. **Final Judgments of Foreclosure WILL NOT be accepted by email.**

EX PARTE ORDERS may be entered as follows:

Motions for Withdrawal of Counsel upon written motion setting forth the reasons for withdrawal, the client's last known address, telephone number with area code and email address; and notice to all parties and their client. Absent written consent of withdrawal by the client as incorporated in the motion, the motion must be set for a hearing.

Motions for Substitution of Counsel upon written motion which includes the client's written consent.

Motions to Compel Discovery in accordance with *Re: Motions to Compel Discovery in Civil Actions (Amended)*, CV-2004-004-SC (A), which can be found at:

[http://www.circuit7.org/Administrative%20Orders/civil/CV-2004-004-SC%20\(A\).html](http://www.circuit7.org/Administrative%20Orders/civil/CV-2004-004-SC%20(A).html)

Motions to Cancel Foreclosure Sales upon (a) a written motion received by the Court no less than five (5) business days before the scheduled sale date; (b) the motion must contain specific facts setting forth the reasons for the postponement; (c) the motion must have supporting documentation attached (e.g. short sale contract, loan modification information, etc.); and (d) the motion be served on all parties, specifying all efforts made to contact all other parties, and any agreement or objection to the relief sought.

SETTING CASES FOR TRIAL:

A Notice of Issue should be filed with the clerk and a courtesy copy sent via email to the judicial assistant. The Notice must specify whether the trial is by jury or non-jury.

Although the courthouse is not open to the public, deliveries are received from Federal Express, United Parcel Service, and the United States Postal Service each weekday so parties should arrange for the timely delivery of materials sought for review as provided herein.

