

SMALL CLAIMS PRETRIAL CONFERENCE AND MEDIATION PROCEDURES

1. **ALL parties are required to appear in person for the PTC hearings.**
2. The Judge does NOT allow Zoom participation at the PTC hearings.
3. If the Plaintiff does not attend the PTC, your case may be subject to dismissal.
4. Parties may be referred to zoom mediation after the pretrial conference. There is no cost for this service.

PLAINTIFF ATTORNEY INFORMATION:

1. **Maximum of 20 cases per plaintiff attorney per half day.**
2. Starting January 5, 2027, PTC's will be held weekly on **Tuesday** (in the morning starting at 9AM and in the afternoon starting at 1PM).
3. Please plan your staffing and case assignments accordingly.

CASE LISTS – DUE BY NOON THE DAY BEFORE COURT

1. Your weekly list of cases is REQUIRED by 12:00 p.m. (noon) on the day before Court.
2. Email lists to: countycivil@flaglerclerk.gov no later than noon.
 - PLAINTIFF ATTORNEY NAME AT THE TOP
 - CASE NUMBER (IN NUMERICAL ORDER)

- CASE STYLE (PLAINTIFF V. DEFENDANT)

3. Your list effectively operates as your Notice of Appearance for each case.
4. At present, we do not require separate NOAs in each file; however, if lists are not submitted timely, that requirement may be revisited.
5. Your list should have the following information and look similar to this:

PLAINTIFF ATTORNEY JOE SMITH

CASE #:

STYLE:

2026 SC 100

LVNV V. GREEN

2026 SC 101

PORTFOLIO V. RED

2026 SC 102

CHASE V. BLUE

MULTITASKING (NOT ALLOWED)

1. To ensure cases move efficiently:
2. Counsel must initiate negotiations with defendant upon arrival.
3. There will be no multitasking during Pretrial Conferences.
4. Counsel must be present and available during the entire scheduled docket and may not be simultaneously attending other hearings.

SETTLEMENT AUTHORITY – STRICTLY REQUIRED

1. Under the Florida Small Claims Rules, whoever appears must have full authority to settle the case—without further consultation.
2. Do not appear without full settlement authority for the case you are covering.
3. Firms must provide coverage attorneys full, pre-approved settlement authority prior to the Pretrial Conference.

MEDIATION

1. All of the above requirements apply equally to Mediation.
2. **If the Judge orders mediation, that is a Court Order.**
3. Counsel is expected to attend, participate in good faith, and behave professionally.
4. Settlement authority rules apply in Mediation as well.
5. No other hearings shall be conducted during Mediation.