

## CIRCUIT CIVIL SCHEDULING

1. In order to schedule a hearing, you must log in to Flagler County Benchmark at <https://apps.flaglerclerk.com/Benchmark/Home.aspx/Search>. If you are not already registered with Flagler County Benchmark, you will need to complete the Registration Agreement and create an account.
2. Once logged in, go to “Reports” (on the left side, third from the bottom).
3. Click on “available hearing times.”
4. Enter a date range no less than 5 business days ahead.
5. Enter Judge Christopher France.
6. **Change the event type to “MOTION” This will generate a report of available times for CIRCUIT CIVIL cases ONLY.**
7. Coordinate the desired date and time with all parties. When coordinated, go to Calendar (enter Judge France at the top).
8. Click on the desired time Block and hit “schedule case” on the left. Blocks are 15 minutes. If scheduling MORE THAN 15 minutes, please schedule on the consecutive time blocks up to 4 at the time. For more than an hour, contact the Judicial Assistant at [jsirman@circuit7.org](mailto:jsirman@circuit7.org).
9. **The Notice of Hearing must be filed through the E-Portal within 24 hours of scheduling hearing time.**
10. **If you reserved time by mistake, contact the Judicial Assistant to have the reservation removed from the docket.**
11. **Reservations made on an incorrect docket will be removed without further notice.**

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Benchmark tech support: [support@flaglerclerk.com](mailto:support@flaglerclerk.com)  
or leave message at (386) 313-4352