

CIRCUIT CIVIL CASES SCHEDULING

1. Please note that if your case is scheduled for a Lack of Prosecution (LOP) hearing, you may not schedule any hearings without specific permission from the Court until the LOP has been resolved.
2. 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.
3. Once logged in, go to “Reports” (on the left side, third from the bottom).
4. Click on “available hearing times.”
5. Enter a date range no less than 5 business days ahead.
6. Enter Judge Andrea Totten.
7. **Change the event type to “HEARING.” This will generate a report of available times.**
8. Coordinate the desired date and time with all parties. When coordinated, go to Calendar (enter Judge Totten at the top).
9. 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 mwolfe@circuit7.org.
10. The Notice of Hearing” must be filed through the E-Portal within 24 hours of scheduling hearing time.
 - a. Cross Noticing a hearing is not permitted when utilized to “piggy-back” a separate motion on to a previously scheduled motion unless all parties agree. In the cross notice of hearing, you must indicate that all parties

agree to the additional motion being heard and confirm there is adequate time to hear the additional motion. In addition, you must email a copy of cross notice of hearing to the judicial assistant.

- b. Similarly, adding motions to an already scheduled and noticed hearing must be agreed to by both parties and an amended agreed notice of hearing must be filed at least 48 hours prior to the hearing. Please ensure that adequate time has been reserved and email a copy of the amended notice of hearing to the judicial assistant

11. A copy of the notice is to be e-mailed to the Judicial Assistant at mwolfe@circuit7.org.

12. If you reserved time by mistake, contact the Judicial Assistant to have the reservation removed from the docket.

13. Reservations made on an incorrect docket will be removed without further notice.