

SMALL CLAIMS AND COUNTY CIVIL (SC/CC) 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 “MOTION.” This will generate a report of available times for SMALL CLAIMS/COUNTY CIVIL cases ONLY.**
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. **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

b. Notice of hearing must include docket# and filing date of the matter to be heard, for example: "#109 10/29/2024 MOTION TO DISMISS"

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.

NOTICES OF HEARING MUST REFLECT
IN PERSON APPEARANCE:
1769 E. Moody Blvd. Bldg #1
Courtroom 301
Bunnell, FL 32110

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