

UNIFORM SCHEDULING INSTRUCTIONS

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 Benchmark 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. To confirm your reservation view "EVENTS" at the Benchmark case docket or your time block on the calendar(it should reflect your case number). Do **NOT** tentatively block multiple time blocks - **ONLY** final, coordinated date/time is to be reserved/blocked on calendar.

10. **The Notice of Hearing must be filed through the E-Portal within 24 hours of scheduling hearing time**(hearing time reservations without corresponding notice of hearing will be removed from the docket).
NOTICES OF HEARING MUST REFLECT IN PERSON APPEARANCE:
1769 E. Moody Blvd. Bldg #1; Courtroom 301; Bunnell, FL 32110 and include docket# and filing date of the matter to be heard, for example: **"#109 10/29/2024 MOTION TO DISMISS"**
11. **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.
12. A copy of the notice of hearing is to be e-mailed to the Judicial Assistant at mwolfe@circuit7.org.
13. If you reserved time by mistake, contact the Judicial Assistant to have the reservation removed from the docket.

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IN PERSON APPEARANCE:

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Bunnell, FL 32110

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**For technical or login issues, you need to
contact the Benchmark tech support:
support@flaglerclerk.com or leave message at
(386) 313-4352**