

## **Procedures for setting Circuit Civil Trials in Brevard County**

### **Notice for Trial:**

1. Include Joanna Linkous, [joanna.linkous@flcourts18.org](mailto:joanna.linkous@flcourts18.org), and Jennie Buono, [jennie.buono@flcourts18.org](mailto:jennie.buono@flcourts18.org) on the E-Service list when filing the Notice on the E-Filing Portal, <https://www.mylcourtagency.com>
2. Cases are reviewed within thirty (30) days of filing Notice
3. The Notice for Trial shall contain the number of days needed for the entire case to be presented (including jury selection, opening, presentation of plaintiff and defense cases, closing, and jury deliberation).
4. If opposing counsel or Pro se (self-represented) party desire more time for trial, they shall immediately file a response to the Notice for Trial.
5. Do not send hard copies of the Notice or stamped envelopes to the judge or trial coordinators.

### **Jury trials:**

#### **With Attorneys representing parties:**

1. Attorneys will receive a letter with available trial dockets and a blank Stipulated Order Setting Cut-Off Dates, Mediation, and Trial Date; cases with any Pro se (self-represented) party will not receive a letter, an order will be entered placing case on the next available trial docket or set for a Scheduling Conference depending on judge assignment
2. Attorneys must return the completed and signed Stipulation to the assigned trial coordinator (included in the letter): Joanna Linkous at [joanna.linkous@flcourts18.org](mailto:joanna.linkous@flcourts18.org) or Jennie Buono at [jennie.buono@flcourts18.org](mailto:jennie.buono@flcourts18.org)
3. If attorneys are unable to come to an agreement or the Stipulation is not received by the deadline, the case is set for either a Scheduling Conference or dates determined by the Court, depending on the judge assignment.

#### **With Pro Se (self-represented) parties:**

1. Pro se (self-represented) parties will not receive a letter.
2. An order will be entered placing the case on the next available trial docket or setting the case for a Scheduling Conference, depending on the judge assignment.

**Non-jury trials (including Residential Foreclosure):**

1. Set on the next available trial docket
2. Non-jury trials requesting more than four (4) hours require an Order of Referral for Mediation

**Order of Trials:**

1. Entered approximately six (6) weeks prior to the trial docket
2. Will notify how the cases are called up and contact information needed prior to trial docket

**Pre-Trial Conferences:**

1. Not routinely held
2. Contact the Judicial Assistant of the assigned judge to request a hearing if the parties require a Pre-Trial Conference
3. Pre-Trial Stipulations are required
4. Judge Dugan sets Pre-Trial Conferences on cases that require five (5) or more days of trial time

For more information on trial procedures, please review the Florida Rules of Civil Procedure at the following link, <https://www-media.floridabar.org/uploads/2019/08/Civil-Procedure-Rules-Updated-8-29-2019.pdf>

For assistance with the setting of Civil Trials in Brevard County, please contact:  
Joanna Linkous, 321-633-2128 or Jennie Buono, 321-637-5303