

JACS POLICIES AND PROCEDURES FOR GUARDIANSHIP  
JUDGE DAVID DUGAN ~ DIVISION D

Before setting any hearings in this division, you must coordinate the date and time with opposing counsel, if there is any.

Email the JA, [monica.gabbard@flcourts18.org](mailto:monica.gabbard@flcourts18.org), for Ex Parte hearing time.  
PLEASE COORDINATE THE FIRST AVAILABLE TIME SLOT IN THE MORNING OR THE FIRST AVAILABLE TIME SLOT IN THE AFTERNOON ON ANY AVAILABLE DATE. YOUR HEARING MAY BE CANCELLED IF YOU DO NOT FOLLOW THIS INSTRUCTION.

On JACS, enter the PETITIONER in the Plaintiff box and the WARD as the Defendant. If your motion is not listed in the dropdown box, select "Other Motion," then type the title of your motion in the box provided. If there is no attorney on the other side, type in Pro Se, click "Find," and then click on the Pro Se number provided, 9999999.

If you need more than fifteen minutes for your hearing, please fill in all the information for the hearing in the first timeslot, then reserve the consecutive timeslots to make up the amount of time you need. Then please email the JA so she can change the duration of the first timeslot and delete the extra reserved slots.

IF YOU ARE REQUESTING MORE THAN ONE HOUR FOR YOUR HEARING, YOU MUST CONTACT THIS OFFICE FIRST TO GET THE COURT'S PERMISSION FOR MORE TIME. IF YOU ARE REQUESTING MORE THAN FOUR HOURS, THE CASE MUST GO TO MEDIATION FIRST.

YOU MUST SUBMIT YOUR ORDER THROUGH THE EPORTAL PRIOR TO SETTING YOUR HEARING, AND YOU MUST INCLUDE THE EFILING SUBMISSION NUMBER WHEN SETTING YOUR HEARING IN JACS. YOUR EPORTAL ORDER MUST INCLUDE A COVER LETTER IN PDF AND THE ORDER IN WORD FORMAT. NOTHING SHOULD BE ATTACHED TO THE ORDER AS AN EXHIBIT. ALL INFORMATION MUST BE IN THE BODY OF THE ORDER, I.E. LEGAL DESCRIPTIONS, ETC. NO ATTACHMENTS WHATSOEVER.

THE ONLY EXCEPTIONS ARE ORDERS APPOINTING EXAMINING COMMITTEE AND ORDERS APPOINTING ATTORNEY/ELISOR. THESE ORDERS MUST BE EMAILED DIRECTLY TO THE JA AT [MONICA.GABBARD@FLCOURTS18.ORG](mailto:MONICA.GABBARD@FLCOURTS18.ORG) IN WORD FORMAT.

Please enter the name of the ACTUAL PERSON SETTING THE HEARING ON THE JACS SYSTEM (not the attorney) in the "Scheduler's Name" box and your DIRECT PHONE NUMBER in the "Scheduler's Phone" box just in case I need to contact you in reference to the hearing.

TELEPHONE APPEARANCES ARE NOT PERMITTED.