

JUDGE CHARLES ROBERTS - FAMILY DIVISION J
JACs POLICIES AND PROCEDURES
EFFECTIVE February, 2020

Setting Hearings:

- **ALL MOTIONS MUST BE EFILED AND DOCKETED PRIOR TO SETTING A HEARING**
- Coordinate hearings using JACs, instructions attached. Do not unilaterally set. If counsel is uncooperative in setting hearings, email the JA. The hearing will be set by Judge Roberts. Then counsel will need to clear their calendar and counsel will be ordered to appear in person.
- **Motions for Temporary Relief must be mediated first.** If the motion is set without having been mediated, the hearing will be cancelled. Moving party must complete a [temporary relief form](#) prior to the hearing.
- **Emergency Motions** must be reviewed by the Court before a hearing can be set.
- Hearings greater than fifteen minutes should be set reserving the consecutive time slots to make up the total amount of time you need. Please contact JA, Cathy Biddle, by phone, 321-617-7289, or email, to merge them. (The JACs system will automatically send a cancellation notice for the subsequent timeslots, but not for the start time of the hearing. Please disregard those emails. The hearing is set at the start time selected for the length needed.)
- If an attorney is not in the JACs system, please call the JA to add. If case has multiple parties and multiple law firms, please advise so all attorneys can be added to the JAC's hearing. In the event any changes are made, ALL attorneys will receive a JACs notification.
- "Scheduler's Name" box should contain the person and [direct phone number](#) (not attorney) who set the hearing, in case I need to contact you regarding the hearing. PLEASE COMPLETE THIS.

Notices of Hearing

- Notices of Hearing must contain the Document ID Number of the motion being set, not the e-filing number. This number is assigned by the Clerk's office when a document is filed and scanned into their Register of Actions.
- Hearings set on JACs that [do not have the DKT ID Number will be cancelled.](#)
- Please email the Notice of Hearing to the JA, cathy.biddle@flcourts18.org.

Cancelling Hearings or Rescheduling Hearings

- **YOU MUST NOTIFY THE JA IMMEDIATELY OF ALL HEARING CANCELLATIONS.** File a Notice of Cancellation with the Clerk's office, email a copy to JA, and cancel on JACs if able. The filing of a notice of cancellation with the Clerk's office does not automatically interface with JACs or advises the JA of the cancellation.
- If a hearing has been set on JACs and counsel must reset for a different day, please make sure you cancel the original hearing date on JACs, if applicable. At present, the JA has to cancel or move the hearing.

Telephonic Appearance:

- Judge Roberts allows telephonic appearances at hearings [if there will be no evidence presented or witness testimony.](#) A separate motion and order are not required.
- Please indicate who will be appearing by phone on the Notice of Hearing.
- Telephone participants must conference in together on one line before calling in for the hearing (321) 617-7289.

Courtesy Copies:

- Please do not provide courtesy copies of the motions and supporting documents via email. They will not be printed. Should there be transcripts, case law or exhibits which would assist the Judge, counsel may mail them or have them couriered, a week prior to the hearing.

Motions for RECONSIDERATION/REHEARING/NEW TRIAL.

Must be efiled and copy sent [VIA MAIL OR COURIER](#) to JA, for the Judge to review. Hearings may not be set by counsel.

Submission of Orders

- After hearing, the Order may be emailed to the JA once circulated and counsel approved form and content.
- Agreed Orders not the result of a hearing, must be mailed or couriered. Conformed copies and SASE not required if counsel/parties on eservice list. If not, please send copies and SASE.
- 2-page orders should have the case number, caption and page number in the footers, please.

Pre-Trial Scheduling Orders/Scheduling Conference Orders/Case Management Orders/ Order of Trials

- Please read these Orders in their entirety. Each has specific instructions and requirements on appearance and contact.
- Failure to comply with Pre-Trial Scheduling Orders may result in the Court continuing a trial on the Court's own motion, to be re-noticed by either party.

Answers to FAQ's

How do I get a login for an attorney?

Send an email to jen.pizarro@flcourts18.org with the following information: Bar Number, Attorney Name, Telephone Number, Fax Number, Email address (This will be used for receiving hearing confirmations, only one can be entered.).

What is my login and password?

The first time an attorney logs in, the username and password are both the attorney's bar number (no zeroes in the front of the number). Once the login is completed the first time, the user will be prompted to change the password. The password can only be up to eight characters (letters, numbers, or a combination). *****NOTE: If your attorney is not yet in the system you will receive "Invalid User ID / Password" Message.**

I forgot my password, what do I do?

Contact either the JA or court administration to reset the password (see previous question).

I tried the incorrect password too many times, what do I do?

Close your web browser and log back onto the attorney scheduling. If this does not recognize your password, see previous question.

I can't select party I represent (case screen), what do I do?

You have "timed out", "Cancel", logout and log back into the JACS Attorney Scheduling screen.

Can't find time slots (no time slot show available), what do I do?

Click the back button on your browser. Make sure that the "Courtroom" field is blank and select a different amount of time (15 or 30 minutes).

How do I select a Pro Se attorney?

Type Pro, click "Find". You'll see an attorney named "Pro Se", select this attorney

Attorney JACS Instructions

1. Go to www.flcourts18.org
2. Click on (across top) "Attorney & Citizen Resources"
3. Click on the 2nd option titled "Schedule a Hearing (JACS)"
4. Click on "Scheduling Functions"
5. Enter Attorney User ID and Password
6. Select Court (Judge hearing is being set for)
7. Click "Log In"
8. Click on "Schedule an In-Person Hearing"
9. Select a motion type. (If the type you need is not available, please contact the Judicial Assistant.)
10. Select the available time duration.
11. Leave the courtroom blank.
12. Select date and time for the hearing you would like to set.
13. Enter the case number. Do **NOT** use dashes in case number.
14. Select if you represent plaintiff's or defendant's side.

****Please note number 10 above, there are only 15 min time slots available. Please put in 15 min in available time duration.**