

## Setting Hearings:

### • **ALL MOTIONS MUST BE EFILED PRIOR TO SETTING A HEARING**

- Coordinate hearings using JACs. Do not unilaterally 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 me by phone, 321-617-7289, so I can merge them. A cancellation notice for the subsequent timeslots will be sent, but not for the start time of the hearing. Please disregard that email. The hearing is set at the start time selected for the length needed.
- In the cases where there are multiple parties and multiple law firms, please call me so I can add all attorneys to the JACs calendar. 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.
- Emergency Motions must be reviewed by the Court before a hearing can be set.
- **Supplements to an existing motion set, joinders or add-on motions will be allowed to be noticed TIME PERMITTING ONLY, after JA is notified so notation can be made on the docket.**

### • **CANCELLATIONS: YOU MUST NOTIFY THE JA IMMEDIATELY OF ALL HEARING CANCELLATIONS. A NOTICE OF CANCELLATION MUST BE IMMEDIATELY FILED WITH THE CLERK’S OFFICE AND AN EFILED COPY EMAILED TO THE JA.**

## Telephonic Appearance:

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

**\*\*\*PLEASE NOTE CHANGE BELOW\*\*\***

## Courtesy Copies:

- **The Notice of Hearing should be EMAILED to the JA. The Notice of Hearing must provide the docket number (not e-filing number) of the motion from the Clerk’s website from the register of actions. Absent this, the hearing will be cancelled by the JA, as the motion is required to be filed before setting a hearing. Should there be transcripts, case law or exhibits that would be easier for the Judge to review, counsel may mail them a week prior to the hearing.**

## PLEASE READ AND ABIDE BY THESE PROCEDURES:

- **Motions in Limine – Must be heard prior to trial. Counsel is required to confer prior to the hearing and present to the court only those issues upon which counsel cannot agree.**
- You ***may not*** set a hearing on Motions for RECONSIDERATION/REHEARING. It must be efiled and copy sent VIA MAIL OR COURIER to JA, for the Judge to review.
- Motions for Time Certain Trial must be set for hearing.
- Motions for Attorney’s Fees must be accompanied by a statement of billable hours and hourly rate.
- Orders – 2 page orders should have the case number, caption and page number in the footers, please.
- Submission of Orders: After hearing, the Order may be emailed to the JA once circulated and counsel approved form and content. Agreed Orders not result of a hearing, must be mailed or courier. Conformed copies and SASE not required if counsel/parties on eservice list. If not, please send copies and SASE.

## Answers to FAQ's

### **How do I get a login for an attorney?**

Send an email to [jen.pizarro@flcourts18.org](mailto: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](http://www.flcourts18.org)
2. Click on (across top) "Attorney & Citizen Resources"
3. Click on the 2<sup>nd</sup> 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.