

Setting Hearings:

- **ALL MOTIONS MUST BE FILED PRIOR TO SETTING A HEARING**
- Coordinate hearings using JACs. Do not unilaterally set. If counsel is uncooperative in setting hearings and judicial intervention is required, the hearing will be set by Judge Roberts, counsel will need to clear their calendar and counsel will be ordered to appear in person.
- 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. The JACs system will automatically send a cancellation notice for the subsequent timeslots, 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.**

Notices of Hearing

- Notices of Hearing must contain the document id number next to the motion. This number is assigned by the Clerk’s office when a document is filed and scanned into the file.
- Please email the Notice of Hearing to the JA, lori.todd@flcourts18.org.

Cancelling Hearings or Rescheduling Hearings

- File a Notice of Cancellation with the Clerk’s office and email a copy to JA. 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. **YOU MUST NOTIFY THE JA IMMEDIATELY OF ALL HEARING CANCELLATIONS.**
- 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.

Telephonic Appearance:

- Telephone appearance is not allowed for court set Scheduling Conferences and Case Management Conferences.
- Judge Roberts allows telephonic appearances at hearings **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 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 in Limine

Must be heard prior to trial. **Counsel is required to meet and confer prior to the hearing and present to the court only those issues upon which counsel cannot agree.**

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.

Motions for Time Certain Trial

- A motion must be filed and set for hearing.

Motions for Attorney's Fees

- Must be accompanied by a statement of billable hours and hourly rate.
- Counsel should ensure enough time is set for the fee hearing itself.

Orders of Dismissal

- Unless a ruling from a Motion to Dismiss is granted, where an Order of Dismissal is appropriate, stipulations for dismissal, final judgment of dismissals, etc. will not be signed. Since a stipulation signed by all parties is filed, R. Civ. Pro. 1.420(a)1(B) allows the court to dismiss the action without an order. The clerk can then close the file. An order signed by the judge is not necessary, and neither the parties, nor the court, nor the clerk need to do this extra work, which for one case seems de minimis, but in the aggregate of all the cases, is substantial, especially for the clerk.

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 regarding time frames for conferring on pre-trial motions, including motions in limine, deposition designations and objections, and submitting matters to be heard by the Court, timely prior to trial, often results in avoidable and unreasonable delay. If inordinate delay results, the Court may continue the trial on the Court's own motion.

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.