

EFFECTIVE December 12, 2017
JUDGE STEPHEN R. KOONS ~ DIVISION A
POLICIES AND PROCEDURES FOR CIVIL

ALL MOTIONS MUST BE FILED PRIOR TO SETTING A HEARING

For setting any hearings in this division, you must email *(Erika.Marin-Rodriguez@flcourts18.org) for available dates/times.

After agreed time is reached, email or call JA for availability. Then send an email with ALL the parties included with the NOH attached.

HEARINGS:

- For evidentiary hearings, Attorneys must be present.
- For all other hearings, if Attorneys are going to appear telephonically, the party setting the hearing must conference ALL parties appearing by telephone on one line and call no later than 5 minutes prior to the scheduled hearing. (321-617-7268) JA must be notified of any telephonic appearances.
- Hearings are heard in CHAMBERS on the 3rd floor in the Viera Moore Justice Courthouse (2825 Judge Fran Jamieson Way, Viera, FL 32940).
- Hearings should be cancelled within 24 Hours of hearing date via telephonic with an email confirmation to JA. A NOC should be e-filed immediately and a courtesy copy sent to JA with all the parties included.

ORDERS:

*Orders must be sent by MAIL or COURIER to the Judge and any Motions.

TRIAL PERIOD:

- Attorneys must adhere to the Trial ORDER signed by Judge Koons.
- If a case is set for Trial the following documents must be sent prior to Trial date for Judge to review:
 - Proposed Jury Instructions and verdict form
 - Statement of Case
- If a case is Settled a Notice of Settlement and a Dismissal should be e-filed so the case comes off the docket and the JA must be notified via email.

COUTESY COPIES OF THE NOTICE OF HEARING, MOTION AND SUPPORTING DOCUMENTS MUST BE RECEIVED IN CHAMBERS AT LEAST A WEEK PRIOR TO THE HEARING, SENT VIA MAIL OR COURIER. EMAIL WILL NOT BE ACCEPTED.

PLEASE READ AND ABIDE BY THESE PROCEDURES:

- All 15 minute hearings are non evidentiary.
- **Motions in Limine** – Counsel is required to confer prior to and including the day of trial, and present to the court only those issues upon which counsel cannot agree.
- You may not set a hearing on **Motions for RECONSIDERATION/REHEARING**. These motions must be efiled and copy sent VIA MAIL OR COURIER to JA, for the Judge to review.
- **Motions for Time Certain Trial** must be efiled and sent to JA, for the Judge to review.
- **Motions for Attorney's Fees** must be accompanied by a statement of billable hours and hourly rate.
- **Motions to Dismiss** please send a copy of the Complaint along with the Notice of Hearing and Motion.
- **Orders** – 2 page orders should have the case number, caption and page number in the footers.
- **Submission of Orders** when submitting orders for signature, pre-addressed, stamped envelopes are only necessary when there are parties who are not on the eservice list. Orders are efiled. Please make sure the eservice list is updated at all times.