

**EIGHTEENTH JUDICIAL CIRCUIT
SEMINOLE COUNTY
DIVISION R**

PROCEDURES

JUDGE JERRI L. COLLINS

MAY 2016

COURTROOM 4D, 101 Bush Blvd., Sanford is designated for Judge Collins.

HEARINGS

Scheduling

Hearings are set using the Judicial Automated Calendaring System (JACS).

The scheduling attorney views available hearing times on the JACS and coordinates with opposing counsel.

Email or call the JA to secure the time. The following information is needed:

- Case number and name of defendant
- Motion being heard
- Opposing counsel's name
- Time needed for the hearing.

A copy of the hearing notice must be emailed or faxed to the JA to complete setting the hearing.

Do not unilaterally schedule hearings, if assistance is needed please contact the JA.

All parties are required to give a good faith assessment of the time needed for the hearing. The maximum hearing time allowed is 1 ½ hours.

Cancellations

Contact the JA before cancelling **ANY** hearing because judicial approval must be obtained before cancelling.

To cancel a hearing please contact the JA with reason or submit a Motion to Continue. A HEARING MAY NOT BE CANCELLED WITHOUT THE CONSENT OF THE JUDGE.

MOTIONS/ORDERS

Proposed orders are to be uploaded to the Clerk's portal and not submitted via US Mail or email unless requested by the Judge.

If it is an agreed order please state this in the order.

All orders must be in **Word format**; if not the document will be rejected.

Please allow for a 24 hour delay for documents to appear on the Judge's Judicial Viewer. Documents do not appear immediately.

SMALL CLAIMS

Telephonic hearings are not allowed for Small Claims Pre-trials.

To appear by phone for hearings please contact the JA via telephone or email.

Proposed orders are to be uploaded to the Clerk's portal and not submitted via US Mail or email unless requested by the Judge.

All Small Claims hearings and Pre-trials occur in **Courtroom B**, 301 North Park Avenue, Sanford.

CONTACT INFORMATION

- Office Telephone: 407-665-4982 (Jane Harrison)
- Office Fax: 407-665-4976
- Judicial assistant's email address: jane.harrison@flcourts18.org

E-FILING INFORMATION

The portal may be accessed at <https://www.myflcourtaccess.com>.

All documents may be filed using the portal eliminating the need to send anything to Judge Collins.

All orders must be submitted in Word format, all PDF documents will be rejected.

Please note:

The E-portal converts every submission to a PDF. However, not all PDFs are the same. There are two scenarios:

(1) If a paper order is scanned into an image (JPEG, GIF, TIF etc.) and submitted, it is converted to a PDF.

(2) If a Microsoft Word document is submitted, it is converted into a PDF.

This is where it gets technical. The software used to extract a Microsoft Word document from a PDF, will not work if option #1 occurs. The end result is a Microsoft Word document that contains the attorneys scanned image. This image cannot be manipulated or modified.

The only viable option is to use option #2. A PDF, created from a MS Word document, can be reverted back to its Microsoft Word format.

It also helps if the version of Microsoft Word is 2007 or greater.

Please allow for a 24 hour delay for documents to appear on the Judge's Judicial Viewer. Documents do not appear immediately.