

JUDITH E. ATKIN – FAMILY DIVISION
Moore Justice Center
3rd Floor
Viera, Florida

GENERAL DIVISION PROCEDURES

SETTING HEARINGS:

Send an email to Shannon.Morgan@flcourts18.org requesting a hearing. Provide the following information: Case Information (Parties Names), Case Number, Title of Motion, and Time Requested. During the pandemic, indicate telephone appearance or Microsoft TEAMS and provide your email address and telephone number.

Temporary Relief Hearings: The parties must attend mediation prior to setting a hearing with the Court unless there is an injunction in place, or an emergency has arisen.

Motions for New Trial, Rehearing, Reconsideration, and Disqualification must be provided to the Court by email as long as they are not more than 10 pages. Otherwise, a copy shall be mailed to the Court.

REFERRALS TO GENERAL MAGISTRATE: If you would like your case referred to the General Magistrate, please send an email with the Case Information and Case Number.

IN PERSON, MICROSOFT TEAMS AND TELEPHONIC APPEARANCES:

EVIDENTIARY: The Court requires attendance IN PERSON (If permitted) or by MICROSOFT TEAMS.

NON-EVIDENTIARY: Non-evidentiary hearings that are less than 45 minutes may be by telephone or by TEAMS. All parties and attorneys appearing by telephone must be conferenced together before calling the Court. Call in to the office phone number, 321-637-5644. All hearings scheduled for more than 45 minutes require attendance IN PERSON (If permitted) or by MICROSOFT TEAMS

TELEPHONE CALLS: All attorneys/parties must be on the line when the call is placed to the Court. We do not use Court Call and the Court will not make any calls.

MICROSOFT TEAMS HEARING: The party setting the hearing must send one email to the Judicial Assistant (Shannon.Morgan@flcourts18.org) with the e-mail addresses of all the attorneys/parties who will be participating in the hearing. Approximately one week prior to the hearing, the judicial assistant will send out invites to the hearing.

Evidence: All potential exhibits shall be exchanged between the parties and shall be pre-marked for identification. All exhibits must be received by the Court at least five (5) days prior to the hearing by email, courier or mail. If the evidence is less than 10 pages, it can be emailed, otherwise it shall be sent by mail or courier.

EMAILS TO THE COURT

Emails to the Court must include the case information with case number in the subject line. Emails to the Court must be copied to all attorneys in the case.

NOTICES OF HEARING AND CANCELLATIONS:

In order for the Clerk's Office to timely process and calendar hearings, please file the Notice of Hearing within 24 hours of setting the hearing. Notices of Hearing **MUST** include the Clerk's Document ID number (not the E-Filing Number) of the motion to be heard.

If you need to cancel a hearing, please contact the Judicial assistant to cancel as there are people waiting for hearing times. Notices of Cancellation must be e-filed as an emergency pleading and emailed directly to the Judicial Assistant.

COURTESY COPIES:

The Court requires courtesy copies of motions, notices of hearing and supporting documents, including case law, transcripts, etc. at least five (5) days prior to the hearing. If 10 pages or less, the documents may be sent by email. If more than 10 pages, the documents must be sent by mail or courier (to arrive no later than five (5) days prior to the hearing).

SUBMISSION OF ORDERS AND/OR JUDGMENTS:

All Orders must be emailed to the JA in WORD format. Please do not mail "hard" copies to the Court. Agreed orders and orders on uncontested matters shall be emailed with a copy of the motion prior to the hearing on the matter. After a hearing on a contested matter, a proposed order must be emailed to the Court within five (5) days of

the Court's ruling. The proposed order must be reviewed by all parties prior to submission. The email submitting the proposed order must confirm whether there are any objections to the form or substance of the proposed order, and if so, said objections must be included in the email. The order shall be submitted as a separate document.

All orders must include the email addresses of the attorney(s) or litigants. **If there are pro se litigants, please include the following language:**

It is further ADJUDGED that within 5 days from the date of eservice of this order/judgment, the Petitioner shall:

- 1. Furnish a copy of this order/judgment to each self-represented party, if any, by Email, U.S. Mail, First Class, Postage Paid; and*
- 2. E-file a certificate signed by Petitioner's counsel that delivery of this order/judgment has been made as set forth herein.*

Proposed orders that are more than one (1) page in length must have the page number notated on each additional page. The Court's signature line should not stand alone on the last page.

Failure to follow these procedures may result in the hearing being cancelled by the Court.

This is an extremely busy division. Please be patient and your calls and emails will be returned as quickly as possible.

If you have any questions, please do not hesitate to contact me, and I'll be happy to assist.
Phone at (321) 637-5644
Email at Shannon.morgan@flcourts18.org

*Shannon Morgan
Judicial Assistant to
Judge Judy Atkin
321-617-7270*