

**GENERAL DIVISION PROCEDURES &**  
**JACS INFORMATION**  
**DIVISION “T”**  
**JUDGE MICHELLE NABERHAUS**  
**MOORE JUSTICE CENTER – 2<sup>ND</sup> FLOOR**  
**VIERA, FLORIDA**

**SETTING A HEARING**

The Court uses JACS, the Judicial Automated Calendaring System, to schedule hearings. Go to [www.flcourts18.org](http://www.flcourts18.org) for information regarding JACS.

Before setting a hearing on JACS, the motion must be efiled and accepted by the Clerk’s Office. JACS requires the clerk’s Document number – not efile number - when setting the hearing.

Before selecting a hearing date/time on JACS, please coordinate the date/time with opposing counsel.

If you need more time or more time slots for your hearing or would like to “add-on” or “piggyback” a motion time permitting, please confirm with opposing, and contact the Judicial Assistant. The Judicial Assistant will adjust the hearing time to suit your needs.

Be sure to input the Plaintiff’s name and enter the attorney for Plaintiff, click find/select. For Defendant, be sure to add the Defendant’s full name and find/select the Defense Attorney’s name. This ensures that both sides of the case receive JACS confirmations via email. If an opposing attorney cannot be located in JACS – please contact the JA. The JA can add the attorney to the system.

If a party is Pro Se, please find/select Pro Se from the Attorney List, Bar Number 9999999.

Be sure to complete ALL boxes when scheduling your hearing into JACS. If your motion is not listed in the drop-down box, select “Other Motion”, then Type the Title of your motion and Document Number in the boxes when prompted.

If the hearing time requested exceeds one hour, or the time slots available do not accommodate in any way, please contact the Judicial Assistant directly.

Motions for New Trial, Rehearing, Reconsideration, Disqualification, must be provided to the Court via email PRIOR to scheduling on JACS.

### **TELEPHONIC APPEARANCES:**

The Court requires attendance IN PERSON for all evidentiary hearings, and hearings scheduled for more than 30 minutes. For non-evidentiary hearings that are less than 30 minutes, attendance may be by telephone. All parties and attorneys appearing by telephone must be conferenced together before calling the Court. Call in to the office phone number, 321-617-7270. **Due to Covid, evidentiary hearings may be conducted via Microsoft TEAMS.** Please contact the Judicial Assistant to set up a hearing by Microsoft TEAMS.

### **EMAILS TO THE COURT**

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

### **NOTICES OF HEARING AND CANCELLATIONS:**

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

If you need to cancel a hearing, please cancel on JACS using your confirmation number. If the hearing is scheduled to take place in a few days, please call the JA directly. Notices of Cancellation must be efiled as an emergency pleading and emailed directly to the Judicial Assistant.

### **COURTESY COPIES:**

The Court does require courtesy copies of motions, notices of hearing and supporting documents. However, attorneys can mail, email or courier the Court any case law, transcripts, etc. at least 5 days prior to the hearing. When emailing, if the motions, case law or transcripts, etc. are voluminous, they must be mailed or sent by courier.

## **SUBMISSION OF ORDERS AND/OR JUDGMENTS:**

Please bring proposed orders/judgments to Court at the time of the hearing, if possible. **All Orders must be submitted in WORD format.** The order must include the email addresses of the attorney(s) or litigants. If there are pro se litigants, please include the specific language\* noted below into the order.

After hearings, proposed orders must be submitted to the opposing side for review prior to emailing the Court. Orders are to be received by the Court within 5 days of the hearing/ruling. Cover letters (although not necessary) should be a separate attachment from the proposed order/judgment. Cover letter or email should include if the Order is stipulated to, or there is no objection.

The Court prefers that orders are emailed to the JA. Please do not mail paper "hard" copies to the Court.

Proposed orders 2+ pages in length must have the page number notated on each additional page. The Court's signature line and/or cc: should not be "stand alone" on the last page.

**\*Please include the following statement in all proposed orders WITH PRO SE LITIGANTS:**

*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 U.S. Mail, First Class, Postage Paid; and*
- 2. Efile a certificate signed by Petitioner's counsel that delivery of this order/judgment has been made as set forth herein.*

Any questions, please do not hesitate to contact me, I'll be happy to assist.

Phone at (321) 617-7270

Email at [theresa.goddard@flcourts18.org](mailto:theresa.goddard@flcourts18.org)

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

***Theresa Goddard  
Judicial Assistant to  
Judge Michelle Naberhaus  
321-617-7270***