

JACS POLICIES AND PROCEDURES
JUDGE CHARLES G. CRAWFORD ~ DIVISION N
JUDICIAL ASSISTANT: KARENINA MILAD
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Courtroom: 4-B

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

Please be sure to input the Plaintiff's name and find/select the attorney for Plaintiff's name. Likewise for defense, add the Defendant's full name and find/select the Defense Attorney's name. This insures both attorneys receive JACS confirmations.

If any party is pro se, then find/select Pro Se from the attorney list.

If you need more time for your hearing or more than one time slot, please contact the Judicial Assistant first, so that I can change the duration of the timeslot. (Email is the preferred method to contact the JA)

After scheduling your hearing on JACS, please e-file the Notice of Hearing within 24 hours.

If cancelling a hearing you MUST cancel your hearing on JACS and a Notice of Cancellation must be e-filed immediately. Please notify the JA to ensure the hearing is removed from the docket.

HEARINGS MAY BE CANCELLED IF THESE INSTRUCTIONS ARE NOT FOLLOWED.