

**JACS POLICIES AND PROCEDURES FOR CIVIL**  
**JUDGE DAVID DUGAN ~ DIVISION D**

Please coordinate with opposing parties the **FIRST** available time slot in the morning or the **FIRST** available time slot in the afternoon on any available date. Your hearing may be cancelled if you do not follow this instruction.

Email the JA, [monica.gabbard@flcourts18.org](mailto:monica.gabbard@flcourts18.org), for short matter hearing time.  
**NO EX PARTE HEARINGS ALLOWED.**

If your motion is not listed in the dropdown box, select "Other Motion," **THEN TYPE THE TITLE OF YOUR MOTION IN THE BOX ENTITLED "OTHER OR ADDITIONAL MOTIONS."**  
If there is no attorney on the other side, type in Pro Se, click "Find," and then click on the Pro Se number provided, 9999999.

If you need more than fifteen minutes for your hearing, please fill in all the information for the hearing in the first timeslot, then reserve the consecutive timeslots to make up the amount of time you need. **Then please email the JA so she can change the duration of the first timeslot and delete the extra reserved slots.**

If you are requesting more than two hours for your hearing, you must contact this office first to get the Court's permission for more time. If you are requesting more than four hours, the case must go to mediation first.

Following a hearing (or if you have a stipulated motion), you must efile your order to Judge Dugan's queue through the eportal after sending to opposing side for objections, if any. Once efiled, email the JA with the date of the hearing, whether opposing side approves or objects to the order (and include them in the email to the JA), and you must include the efilingsubmission number of the proposed order. Your eportal order must include a cover letter in pdf and the order in word format. Nothing should be attached to the order as an exhibit. All information must be in the body of the order, i.e. legal descriptions, etc. No attachments whatsoever.

**Please read the detailed efilings instructions for Judge Dugan.**

You must email all motions requesting a time certain trial and/or motions for reconsideration or rehearing to this office **BEFORE** setting for a hearing.

The judge must review those motions prior to granting a hearing.

Telephone appearances are only permitted in non-evidentiary matters and must be notated when scheduling on JACS. If more than one party wishes to appear by phone, you must be conferenced together prior to calling in on one line for the hearing (321-617-7279).

**NO TELEPHONE APPEARANCES AFTER 3:00 OR ON FRIDAYS.**