

JUDICIAL AUTOMATED CALENDARING SYSTEM
AND GENERAL DIVISION PROCEDURES
JUDGE JAMES H. EARP – CIVIL DIVISION “T”

SETTING A HEARING ON JACS

The motion must be filed and accepted by the Clerk’s Office prior to scheduling a hearing. JACS requires the Document 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 “piggy back” 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 insures that both sides of the case receive JACS confirmations via email.

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 evidentiary hearings, and hearings scheduled for more than 15 minutes. Telephonic Appearances (less than 15 minutes) – attorneys must be conferenced together before calling 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 as an **emergency pleading** (within 24 hours of setting the hearing on JACS). Notices of Hearing MUST include the Clerk’s Document Number of the motion to be heard.

If you need to cancel a hearing, please contact 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 not need courtesy copies of motions and supporting documents. However, attorneys can mail or courier the Court any case law, transcripts, etc. at least 5 days prior to the hearing.

SUBMISSION OF ORDERS AND/OR JUDGMENTS:

Please bring proposed orders/judgments to Court at the time of the hearing, if possible. The order must include the email addresses of the attorney(s) or litigants, and language noted below.*

After hearings, proposed orders must be submitted to the opposing side for review prior to emailing the Court. Agreed orders may be emailed as a PDF document to the JA, cc'ing all attorneys with the email submission. Cover letters should be a separate attachment from the proposed order/judgment. Cover letter should include if the Order is stipulated to, or there is no objection.

If 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 case style and page number notated on each additional page. The Court's signature line should not be "stand alone" on the last page.

***Please include the following statement in all proposed orders:**

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)617-7236

Email at tina.derwitsch@flcourts18.org

Tina Derwitsch, Judicial Assistant