

**JACS POLICIES AND PROCEDURES FOR CIVIL**  
**JUDGE GEORGE T. PAULK ~ DIVISION M**

Please view the calendar for available hearing time and 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 **BEFORE** emailing J.A. ([lola.merrick@flcourts18.org](mailto:lola.merrick@flcourts18.org)) to set a hearing. Your hearing may be cancelled if you do not follow this instruction.

If you are requesting more than one hour for your hearing, you must put your request in writing, attach the motion and email the JA, Lola Merrick to get the Court's permission. If you are requesting more than four hours, the case must go to mediation first.

**FORMAT**

Please use the following format below.

COMPLETE STYLE OF CASE (DOE, JOHN, v. PUBLIX)  
Case # 2018-CA-????????-XXXX-XX  
15 minutes  
Motion for ?????????? filed 8/9/2019- DOCKET NO 43  
Defense Counsel =  
Plaintiff Counsel =

**CONFIRMATION**

Please wait for the JA to confirm before filing a NOH. Please give the JA 2 business days to respond to your hearing request. After 2 days, please call the office at 321-264-6759, option 2 to inquire about the request.

**ORDERS**

You must mail all orders to the following address below with copies/envelopes for distribution if parties are not in the e-portal.

Judge George Paulk  
506 South Palm Avenue  
Room 218  
Titusville, Florida 32796

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.

**TELEPHONIC APPEARANCES**

Telephone appearances are only permitted in non-evidentiary matters and must be notated in the notice of hearing. 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 (321-267-6759, option 2).