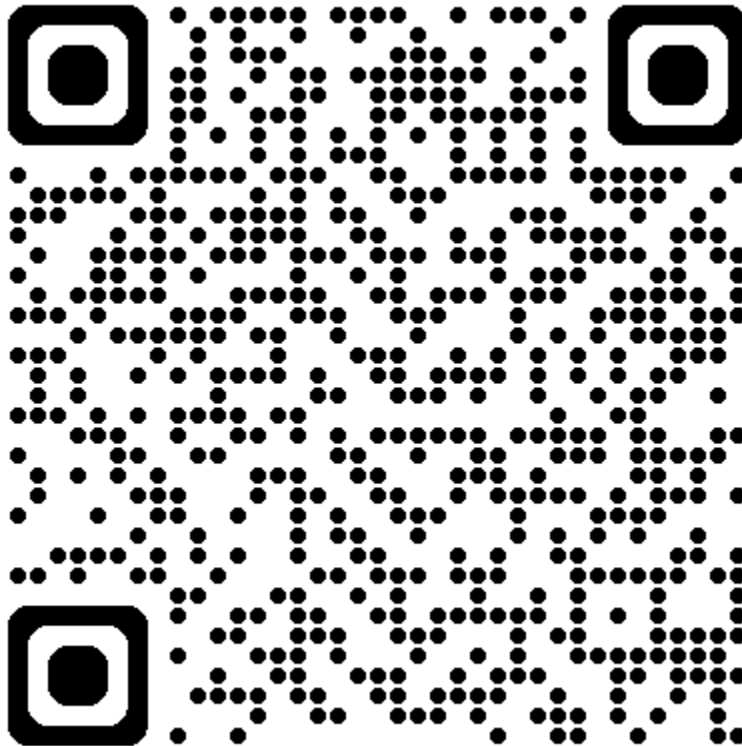


COUNTY COURT CIVIL DIVISION 1 PROCEDURES

MICHELLE VITT BAKER

As of January 7, 2025, this Division will be conducting in-person and Microsoft TEAMS hearings. One permanent single virtual courtroom link is as follows:

<https://fl18.org/mbaker>



No individual invitations will be sent out to attendees of the TEAMS link. The parties may copy the link to either Google Chrome or Microsoft Edge browser and join the virtual courtroom with Judge Baker for the scheduled court event.

Judge Baker's JA is Lisa Walters. The most effective way to communicate with the Judicial Assistant is via email.

lisa.walters@flcourts18.org

PROCEDURES FOR SCHEDULING HEARINGS:

Please contact the Judicial Assistant at the above email address and provide the following information:

Case number, Case Style, Motion to be heard, amount of time being requested, whether the hearing will be in person, or virtual and opposing counsel, if any. The JA will respond with available hearing time to coordinate with opposing. Once a date is coordinated please email the JA to confirm and set hearing. Please include in the notice of hearing the teams link and the physical court address.

CANCELLING HEARINGS:

If you are cancelling a hearing, you MUST immediately contact the JA via email to cancel the hearing and then immediately file a notice of cancellation. If you are cancelling a hearing within 5 days from the date of the hearing, please contact the JA since dockets will already be prepared for the Judge.

NOTE: HEARINGS MAY BE CANCELLED BY THE COURT IF INSTRUCTIONS ARE NOT FOLLOWED.

If you have any questions about scheduling your hearing, please contact Judge Baker's JA at: lisa.walters@flcourts18.org

EVIDENTIARY HEARINGS:

The parties must exchange exhibits and confer about the admissibility of each exhibit at least five (5) full business days prior to the hearing; The parties are encouraged to reach an agreement as to the admissibility of all evidence. Exhibits shall be delivered to the Court at least three (3) business days before the scheduled commencement date of the hearing. The format for all exhibits submitted to the Court and the opposing party, is set forth below.

Format of Exhibits:

- a. Each party shall provide the Court with hard-copy, printed exhibits. If an exhibit consists of a video or audio recording, it shall be submitted to the Court on a compact disk or digital video disk. The face of the disk shall bear the case number and exhibit label as described below. The Court will no longer accept exhibits in digital or electronic format
- b. An exhibit sticker shall be placed in the lower right-hand corner (or as close thereto as is possible without interfering with the text or substance of the document).

c . Each sticker shall state “Petitioner’s Exhibit *” or “Respondent’s Exhibit *” with “*” being each letter of the alphabet beginning with the letter “A.” When/If you get to “Z” on your exhibits, you will continue with “AA,” etc. d. Each label shall state the case number and date of the hearing. e. All submissions shall include an index of the exhibits. All of the exhibits shall be Bates stamped for easier identification. The index shall identify the exhibit, with the corresponding exhibit letter and the dates stamped number series for each such exhibit. (Example: Petitioner’s Exhibit A – Petitioner’s Financial Affidavit – 1 – 13).

d. Identification of witnesses and the administration of an oath shall be governed by AOSC20-16 or any successive administrative order.

e. In lieu of witness testimony, the parties may stipulate to the facts to be considered by the Court by emailing a signed stipulation with said facts set forth therein to the Court.

Notice of Hearings

If party is pro se, and no email address has been provided, please include the following on the notice: The physical Court address and teams link information.

Note: A party scheduling the hearing shall provide notice to the other party even if a default has been entered by the Court.

Case Law Submission

Please provide case law and exhibits via email to the Judicial Assistant at least **5 days prior** to the hearing.

Special Set Hearings

The only **Special Set Hearings** are **Evictions** and **Uncontested Dissolution of Marriage**. You may contact the Judicial Assistant for hearing time by email regarding these case types. All parties must be included in the correspondence to the Judicial Assistant. All documents must be filed in the case upon requesting the hearing. The party requesting the hearing will be required to file a Notice of Hearing with the Clerk’s Office. For Pro Se parties representing themselves, forms can be found at: <http://www.brevardclerk.us>

On Uncontested Dissolution of Marriage hearing requests, you must to contact the Pro Se Coordinator at the Clerk’s office to review and confirm you have all the needed documents and paperwork required to go forward on the hearing several days prior to the hearing date. The Pro Se Coordinator can be reached at: prosecoordinator@brevardclerk.us Failure to do so may result in your hearing being canceled or being reset.

PREPARATION OF ORDERS:

The moving party shall be responsible for preparation of any orders following the hearing, unless otherwise ordered by the Court. All such orders shall be submitted for review to the opposing party prior to submitting the same to the Court. If the parties agree to the language of an order, it may be submitted to the Court via email to the Judge's JA

When submitting the order, please follow the instructions in the below link regarding the new State Mandated Codes. The order cannot be signed without them and will be rejected.

Brevard e-portal filings require DJMCA codes on proposed orders. Refer to the below link for more information.

http://www.brevardclerk.us/?a=Files.Serve&File_id=023197ba-807c-4908-876a-246bd18da343

Orders submitted after a hearing: send to the JA, via email, complete with signature and date lines for the Court. Please indicate the date of hearing in the email. Also, No CODES in orders submitted via email.

All other proposed orders must be e-filed through the Proposed Documents section of the portal in the jurisdictional map; choose Brevard County from the drop-down menu and select Viewer/Judicial.

Orders must also contain the following language: I HERBY CERTIFY that copies have been furnished via e-service only MMMM. Moving party is responsible for service of all non-registered pro-se parties and/or within 5 days from the date of eservice of this Order/Judgment the Plaintiff shall: Furnish a copy of this Order/Judgment to each self-represented party by US Mail, first class, postage paid; and, file a certificate signed by Counsel that delivery of the Order/Judgment as been made as set forth herein.

Failure to follow the below guidelines may result in your filing being Rejected.

FILING REQUIREMENTS • Each filing must contain a Cover Letter and only one proposed order. • Filer must select himself/herself in the e-service list. • COVER LETTER PDF format • PROPOSED ORDER Word document (.docx extension). No additional formatting – text boxes, macros, headers, footers, etc.

Use the phrase “**Done and Ordered**” as the last portion of the order for the Judge's signature and **date codes**. The Date and Signature codes must be on their own line and in

all Capital letters with all four letters in each field. The Signature code, JJJJ, must be aligned left or center or right.

There can be no characters or verbiage or use of the tab key or space bar before or after the codes.

There can be attachments to the proposed order.

The case style must reference to **the Eighteenth Judicial Circuit, i.e., IN THE COUNTY COURT OF THE 18TH JUDICIAL CIRCUIT IN AND FOR BREVARD COUNTY, FLORIDA.**

Please DO NOT submit proposed order until after your documents have been accepted by the clerk's office.

ORDERS RESULTING FROM A HEARING

If you are submitting an Order resulting from a ruling made at a hearing, please email the Order (with NO CODES, complete with Done and Ordered and the Judge's signature line) to the Judicial Assistant: lisa.walters@flcourts18.org

MATTERS NOT REQUIRING A HEARING

The following matters do not need to be set for a hearing and may be submitted through the portal.

Stipulated Orders/Final Judgments: The Stipulation, signed by both parties, should be e-filed with the Clerk prior to submitting the proposed document.

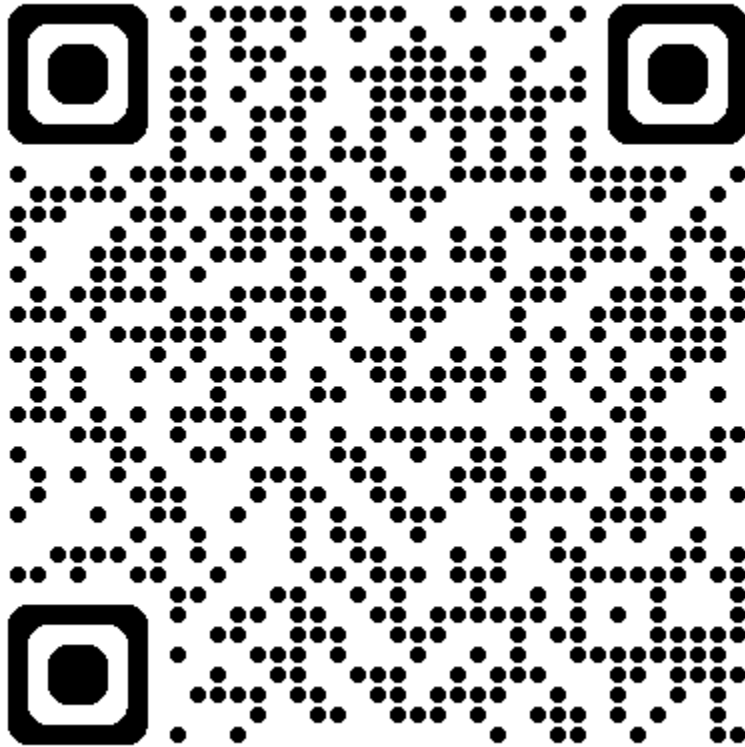
Motion for Substitution of Counsel (signed by both the party and counsel).

Motion to Withdraw (as long as the Client consents).

SMALL CLAIMS – PRETRIAL CONFERENCE

The proceedings are held in-person or Virtual Courtroom link:

<https://fl18.org/mbaker>



Prior to the small claims date: You must contact the Clerk by email to obtain the docket number for the case(s) that you are appearing on or covering. The Court will ask for the docket number when addressing your case. The Clerk can be contacted at: VieraCivilCourtClerks@brevardclerk.us

Mediation: Please contact: BrevardMediation@flcourts18.org

On-line Dispute Resolution (ODR), if you need more information on this program, please go to: flcourts18.org/court-programs/odr

NOTICE FOR TRIAL

Before a case can proceed to trial, the parties shall attend mediation.

Brevard Mediation can be reached at phone (321) 635-5065

When a notice for trial, specify the amount of time requested; forward a copy directly to the JA