

PROCEDURES FOR CIRCUIT CIVIL - JUDGE SAMUEL BOOKHARDT III

Submitted 11/5/24

As of January 2, 2025, this division will be conducting in-person and Microsoft TEAMS hearings. Judge Samuel Bookhardt III has one permanent virtual courtroom link at:

<https://fl18.org/judgesbookhardt>

No individual invitations will be sent out to attendees of the TEAMS link.

Valerie Mackey is the Judicial Assistant for Judge Samuel Bookhardt III. Office phone number is [321-617-7289](tel:321-617-7289). **Email** is the most effective way to communicate with the Judicial Assistant: valerie.mackey@flcourts18.org

SCHEDULING HEARINGS:

This office uses **JACS** (Judicial Automated Calendaring System). Go to www.flcourts18.org (under Dockets and Calendars) for information regarding JACS. Before setting a hearing on JACS, the motion must be filed and accepted by the Clerk's Office. JACS requires the document number (not the e-filing number) when setting a hearing.

Before selecting a hearing date/time on JACS, please coordinate the date/time with opposing counsel. Be sure to input the parties name as well as their attorney. This ensure that all parties to the case will receive JACS confirmations via email. If an opposing counsel cannot be located in JACS – please contact the Judicial Assistant. If a party is Pro Se, please select “Pro Se” from the attorney list, with bar #9999999. Be sure to complete ALL boxes when scheduling a 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 when prompted. Hearing time is available in 15-minute increments. If you need more hearing time, please select consecutive 15-minute hearing slots available for the total time needed (not to exceed 1 hour). Hearings requiring longer than 1 hour will need to be set through the Judicial Assistant directly.

A Notice of Hearing **MUST** include the motion being heard, and the clerk's document number for that motion, and **MUST** be filed within ONE (1) day of securing the date on JACS.

MICROSOFT TEAMS HEARINGS:

Judge Bookhardt allows parties to attend all hearings in person, or by Microsoft TEAMS. Please specify on the Notice of Hearing how all parties plan to attend.

CANCELLING HEARINGS:

If you need to cancel a hearing, please cancel on JACS using your confirmation number. If the hearing is scheduled to take place within 7 business days, you **MUST** immediately contact the Judicial Assistant, Valerie Mackey, via email to cancel the hearing. A Notice of Cancellation must be efiled as an emergency pleading and emailed directly to the Judicial Assistant.

CASE LAW/HEARING NOTEBOOKS/LEGAL MEMORANDUMS

Any hearing notebooks, legal memorandums, briefs or case law must be provided to the Court at least **three (3) days prior** to the hearing. *Highlighting pertinent sections of case law and bookmarking sections of motions and exhibits is appreciated.*

PROPOSED ORDERS:

All orders should be submitted through the eportal for Judge Samuel Bookhardt III to review. If an order is rejected, there will be an explanation as to why.

When submitting the order to Judge Samuel Bookhardt III, please follow the instructions in the below link regarding the new CODES now State mandated and must be used. The order can't be signed without them.

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

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

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.

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

FILING REQUIREMENTS • Each filing must contain a Cover Letter and one proposed order. No additional formatting – text boxes, macros, header, footer, etc. Orders must be in Word format (.docx extension).

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

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

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

All orders with PRO SE LITIGANTS must include the following language:

It is further ORDERED and ADJUDGED that within 5 days from the date of eservice of this Order/Judgment the moving party shall:

- 1. Furnish a copy of this Order/Judgment to each self-represented party by U.S. Mail, first class, postage paid and*
- 2. File a certificate signed by the moving party's counsel that delivery of this Order/Judgment has been made as set forth herein.*

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

If a party is unable to submit a proposed order through the eportal, you may email the proposed order to the Judicial Assistant in WORD format.

CIRCUIT CIVIL - CASE MANAGEMENT PLAN/ORDER

Current Case Management Plan and Order forms can be found on the Court's website at <https://flcourts18.org/case-management/> .

CIRCUIT CIVIL - PRETRIAL CONFERENCE

MANDATORY IN PERSON APPEARANCE. At a pre-trial conference, all parties are required to appear in person to finalize the issues such as the trial date, duration of the trial, and any remaining issues. If a Motion to Continue was filed, a proposed order needs to be brought for the Court to review/sign.

FORECLOSURE - PRETRIAL CONFERENCE and NON JURY TRIALS

Parties may appear in person, or remotely via Microsoft TEAMS.

Please contact the Judicial Assistant, Valerie Mackey, if you have any questions.

by phone: [321-617-7289](tel:321-617-7289)

by email: valerie.mackey@flcourts18.org