

**JACS POLICIES AND PROCEDURES FOR CIVIL JUDGE  
CURT JACOBUS-DIVISION L.**

(effective as of January 26, 2026)

Parties are required to coordinate with opposing counsel to secure the **first** available morning time slot or the **first** available afternoon time slot. Compliance to this scheduling directive is mandatory. Failure to adhere to this requirement may result in the hearing being cancelled.

**\*\*Parties are not permitted to cancel a hearing once it has been scheduled unless approved by the Court\*\***

Hearings are held through Microsoft Teams Video Appearance unless ordered otherwise. <https://fp118.org/cjacobus>

Requests for hearing time on the motions listed below shall ***not*** be scheduled through JACS. Such motions **must** be submitted by email to the Judicial Assistant for review by the Court. Hearing time will be determined only *after* the Court has reviewed the motion, and any request submitted contrary to this directive will not be considered.

*(Motion to Compel, Motion for Rehearing, Motion for  
Reconsideration, Motion for New Trial)*

For *short matter* hearing time, if there are no five-minute time slots on JACS, reserve a 15-minute time slot and email the JA date and time to be adjusted accordingly.

**NO EX PARTE HEARINGS ALLOWED unless approved by  
the Court**

Motions not listed in the dropdown box, parties are to select "other motion" then enter the titled motion in the box entitled "Other or additional motions." If the opposing party is pro se, click "find", then click "pro se" number provided, 9999999.

If fifteen (15) minutes of hearing time is required, parties shall enter the hearing information in the **first available** time slot

and reserve the immediately consecutive time slot(s) necessary to account for the total amount of time requested.

If a party is requesting one (1) hour or more of hearing time on a motion, the requesting party must email Ms. Sprinkle, Judicial Assistant ([Stacey.sprinkle@flcourts18.org](mailto:Stacey.sprinkle@flcourts18.org)) to obtain the Courts permission prior to scheduling.

Requests for more than four (4) hours of hearing time shall require a Case Management Conference and may be submitted to mediation before a hearing is considered.

Pre-trial Conference hearings shall be conducted in person unless prior authorization from the Courts has occurred. Requests to appear virtually will *not* be considered. Parties are directed to not contact the Court for the purpose of requesting remote appearance. Only emergency Motion to Continue will be considered by the Court.

Cases on the trial docket, located on:

[Dockets and Calendars – Eighteenth Judicial Circuit Courts](#)  
Parties are directed to comply with all Court orders.

Parties shall file their Notice of hearing within twenty-four (24) hours of scheduling. Courtesy copies submitted to the Court are not required.

If parties elect to submit binders (hearing materials) to the Court, such materials must be provided no later than five (5) calendar days prior to the scheduled hearing.