

**Hon. Curt Jacobus**  
**JA: Lori Todd (321)617-7283**  
**Civil/Probate Div. L**

**Setting CIVIL Hearings:**

**Format: In Person or Teams one hour or less.**

**Over one hour and Evidentiary hearings: In Person Only.**

**Judge Jacobus utilizes the JACS (Judicial Automated Calendaring System) for setting hearings on [www.flcourts18.org](http://www.flcourts18.org) under Citizen and Attorney Resources. Detailed instructions below. You will need to log in and your attorney must be in the list. If they are not, please contact me to add. Pro se parties are listed as “Pro Se” in the attorney list, bar no. 9999999.**

**All motions must be efiled and accepted by the Clerk’s office. JACS will require the document id number, not efileing submission number. The motion must be docketed to the Clerk’s register of actions.**

**Hearing time is in 15 min increments. Please coordinate hearing dates and times with opposing before setting the hearing. If you need more time, please locate consecutive 15-minute hearing time for the total time needed. Contact the JA to block those times so you do not have to set multiple time slots.**

**Please provide complete information for all fields. You must include email addresses of all counsel appearing via TEAMS. Email invites for TEAMS will be send closer to the hearing date.**

**Orders can be submitted after hearing via email after circulation to all counsel.**

**Trial Dockets**

**Cases called up for trial should be ready to go to trial. All pretrial motions must be heard prior to the first day of trial.**

**Notices of Hearing**

**Please file within 24 hours in order for the Clerk’s to process and timely docket. The doc. id. number from the Clerk’s register of actions, for the motion(s) being heard, should be on the NOH.**

**Cancelling Hearings**

**Please notify the JA immediately of cancellations. A Notice of Cancellation must be efiled with the Clerk as an emergency to be timely processed, as well as emailed to the JA. Failure to notify the Court of cancellations may result in sanctions imposed by the Court, without hearing.**

**Courtesy Copies**

**Courtesy copies of motions, case law, exhibits, etc. should be provided one week before the hearing via mail or courier.**

**Agreed Orders**

**To be mailed or couriered to the Court. Make sure copies for conforming and SASE are provided for those not on the eportal service list.**

**Discovery Motions/Objections**

**Counsel is to send the efiled motion to the court with a proposed order via mail or courier. The Court will review and may enter without hearing. *Once a discovery motion hearing is set it cannot be cancelled by either side.***

### Summary Judgment and Motions to Dismiss

Counsel is to email the JA a courtesy copy of the motion after efiled to be scheduled for hearing.

### Motions in Limine

Must be heard prior to trial but not on the first day of trial. Counsel is to meet and confer prior to hearing presenting those MILs counsel cannot agree upon.

### Rehearing/Reconsideration/New Trial

Efiled copy to be set to JA via mail or courier. The Court will review and determine if a hearing is required. Counsel may not just set a hearing.

### Stipulations for Dismissal

Unless a ruling from a Motion to Dismiss is granted, where an Order of Dismissal is appropriate, stipulations for dismissal do not require an order of dismissal be signed. R.Civ.Pro. 1.420(a)1(B) allows the court to dismiss an action without an order. The Clerk can close the file. An order is not necessary and will not be signed. This may seem de minimis for one case, but in the aggregate of all cases, is substantial, especially for the clerk.

### Defaults

Final Judgments on Default hearing is not required *except for Foreclosure matters, which a hearing must be set.*

Once a Default is entered, a Motion for Final Judgment on Default with supporting affidavits and a proposed Final Judgment should be mailed or couriered to the Court for execution. Please provide copies for conforming and SASE for those parties not on the eservice list.

### Motions for Attorney's Fees

Must be accompanied by a statement of billable hours and hourly rate. Counsel should ensure enough time is set for the fee hearing itself.

### Pre-Trial Scheduling Orders/Scheduling Conference Orders/Case Management Orders/ Order of Trials

IMPORTANT: Please read these Orders in their entirety. Each has specific instructions and requirements on appearance and contact.

Failure to comply with Pre-Trial Scheduling Orders regarding time frames for conferring on pre-trial motions, including motions in limine, deposition designations and objections, and submitting matters to be heard by the Court, timely prior to trial, often results in avoidable and unreasonable delay. If inordinate delay results, the Court may continue the trial on the Court's own motion or impose sanctions.

### PreTrial Stipulations/Joint PreTrial Stipulations and Jury Instructions

These should be filed one week before trial and courtesy copies mailed or couriered to the Judge a week prior.

### Probate

Please submit proposed orders that could be entered without a hearing through the eportal system.

Orders being submitted after hearing, please follow the Court's instructions.

Hearings can be set on JACs or through the JA.

## HOW TO SET A HEARING ON JACs.

1. Go to [www.flcourts18.org](http://www.flcourts18.org)
2. Select Attorney & Citizen Resources
3. Click on “Go to Attorney Resources”
4. Click on JACs Docketing and Calendar
5. Select under “JACs” Schedule a Hearing – Requires Login
6. Login. If you do not have one select “How to sign up for JACs Account”
7. Type in your login/password and from the drop-down menu select “Civil Div. L – Judge Jacobus: Curt Jacobus” click on login.
8. Here you can select “Display a list of available hearing dates.” The screen will split to top and bottom and the following will appear. Do not change anything. We do not have courtroom assignment and we only have hearings in 15-minute increments. Click on Retrieve. The top of the screen will show all available hearing time.



From Date: 2 / 2 / 2021  
Minimum Duration: [dropdown] min. Maximum Duration: [dropdown] min.  
Courtroom: [dropdown]  
Retrieve Print

9. Once coordinated, on the bottom of the split screen, select “Schedule an In-Person Hearing.” You will have the option later to select in person or TEAMS.
10. Follow the prompts to set the hearing. Please fill out everything completely. Thank you.