

PROCEDURES FOR DIVISION 7, COUNTY CIVIL JUDGE KENNETH FRIEDLAND

Submitted 10/10/22

As of July 1, 2022, this division will be conducting in-person and Microsoft TEAMS hearings. Judge Friedland has one permanent single virtual courtroom link at:

<https://fl18.org/kfsc>

Or call in (audio only)

+1 -386-310-1754

Phone Conference ID: 548 869 344#

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

Valerie Mackey is the Judicial Assistant for Judge Kenneth Friedland. **Email** is the most effective way to communicate with the Judicial Assistant:

valerie.mackey@flcourts18.org

PROCEDURES FOR SCHEDULING HEARINGS:

Please email the Judicial Assistant, Valerie Mackey, to request a hearing.

Include: Opposing Counsel (if applicable)
Case Number and Party Names
Motion(s) requesting to be heard
Amount of time requested

For purposes of time management, this Court schedules Motions to Dismiss for a minimum of 30 minutes. All Final Eviction Hearings are scheduled for one hour.

Once a date and time is agreed upon by all parties, confirm with the Judicial Assistant that this date is still available. Once it is confirmed, please email a copy of the Notice of Hearing to Valerie Mackey at valerie.mackey@flcourts18.org.

MICROSOFT TEAMS HEARINGS:

Judge Friedland allows parties to attend all hearings in person, or by Microsoft TEAMS. Please notify the Judicial Assistant, Valerie Mackey, prior to the hearing how all parties plan to attend.

CANCELLING HEARINGS:

If you are cancelling a hearing, you **MUST** immediately contact the Judicial Assistant, Valerie Mackey, via email to cancel the hearing and file a notice of cancellation.

Case Law Submission

If parties are appearing remotely, please provide hard copies of case law and exhibits by mail or hand delivery to the Judicial Assistant at least **3 days prior** to the hearing.

Uncontested Divorce Hearings

For Pro Se parties representing themselves, forms can be found at: <http://www.brevardclerk.us>

Judge Friedland will sign a Final Judgment for an Uncontested Dissolution of Marriage, without a hearing, providing the checklist below is complete. If a name change is being requested, a hearing is needed. Please submit a proposed Final Judgment through the eportal. Otherwise, please contact the Judicial Assistant, Valerie Mackey, to schedule this for a hearing.

UNCONTESTED DISSOLUTION OF MARRIAGE - CHECKLIST

- PROPOSED FINAL JUDGMENT
- FINANCIAL AFFIDAVIT FOR WIFE
- FINANCIAL AFFIDAVIT FOR HUSBAND
- SETTLEMENT AGREEMENT
- ANSWER & WAIVER BY RESPONDENT
- AFFIDAVIT OF CORROBORATING WITNESS RE:
RESIDENCY OR BRING A WITNESS OR DRIVER'S LICENSE ISSUED MORE THAN 6 MONTHS PRIOR TO FILING.
- WIFE RESTORES TO PRIOR NAME ***HEARING IS NEEDED***
- ATTESTATION CERTIFICATE FOR WIFE
- ATTESTATION CERTIFICATE FOR HUSBAND
- NOTICE OF SOCIAL SECURITY FOR WIFE
- NOTICE OF SOCIAL SECURITY FOR HUSBAND
- NOTICE OF RELATED CASES
- IF CHILDREN:
 - COPE CLASS CERTIFICATE FOR WIFE
 - COPE CLASS CERTIFICATE FOR HUSBAND
 - AFFIDAVIT OF UCCJEA/DEPENDENCY ACTION
 - CHILD SUPPORT GUIDELINE CALCULATIONS
 - AFFIDAVIT REGARDING JUVENILE DEPENDENCY
 - NOTICE OF SOCIAL SECURITY FOR CHILD(REN)
 - PARENTING PLAN

PROPOSED ORDERS:

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

When submitting the order to Judge Kenneth Friedland, 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 at least one proposed order. • Filer must select himself/herself in the e-service list. • COVER LETTER o 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 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**.

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

SMALL CLAIMS – PRETRIAL CONFERENCE

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

<https://fl18.org/kfsc>

Or call in (audio only)

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Judge Friedland will address in-person cases first and next will address parties on TEAMS.

If the case is involved in Mediation, you can contact: BrevardMediation@flcourts18.org

Should a case be referred to **On-line Dispute Resolution**, if you need more information on this program, please go to: flcourts18.org/court-programs/odr or email brevardodr@flcourts18.org

NOTICE FOR TRIAL

When e-filing a notice for trial, specify the amount of time required.

Once a case is noticed as ready for trial, the case shall be set for a case management/pretrial conference pursuant to pretrial order. All parties are expected to appear before the Court in-person or by virtual appearance to discuss the issues at which time the case shall be set for trial.