

**MICHELLE L. NABERHAUS – DIVISION “T”**

**Moore Justice Center  
2<sup>nd</sup> Floor  
Viera, Florida**

**GENERAL DIVISION PROCEDURES &  
JACS INFORMATION**

**(Updated July 15, 2020)**

**SETTING A HEARING**

The Court uses JACS, the Judicial Automated Calendaring System, to schedule hearings. Go to [www.flcourts18.org](http://www.flcourts18.org) for information regarding JACS.

Before setting a hearing on JACS, the motion must be efiled and accepted by the Clerk's Office. JACS requires the clerk's Document number – not efile number - when setting the hearing.

Before selecting a hearing date/time on JACS, please coordinate the date/time with opposing counsel.

If you need more time or more time slots for your hearing or would like to “add-on” or “piggyback” a motion time permitting, please confirm with opposing, and contact the Judicial Assistant. **If you need more than 15 minutes, block the required time and fill in the information for the number of slots you need, the Judicial Assistant will adjust the hearing time when prepping her docket for the hearing.**

Be sure to input the Plaintiff's name and enter the attorney for Plaintiff, click find/select. For Defendant, be sure to add the Defendant's full name and find/select the Defense Attorney's name. This ensures that both sides of the case receive JACS confirmations via email. If an opposing attorney cannot be located in JACS – please contact the JA. The JA can add the attorney to the system.

If a party is Pro Se, please find/select Pro Se from the Attorney List, Bar Number 9999999.

Be sure to complete ALL boxes when scheduling your 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 in the boxes when prompted.

**If the hearing time requested exceeds one hour, or the time slots available do not accommodate in any way, please contact the Judicial Assistant directly.**

Motions for New Trial, Rehearing, Reconsideration, Disqualification, must be provided to the Court via email PRIOR to scheduling on JACS as long as they are not more than 10 pages, otherwise a copy needs to be mailed to the Court.

## **IN PERSON, MICROSOFT TEAMS AND TELEPHONIC APPEARANCES:**

**EVIDENTIARY:** The Court requires attendance IN PERSON or by MICROSOFT TEAMS for all evidentiary hearings, and hearings scheduled for more than 45 minutes.

**NON-EVIDENTIARY:** For non-evidentiary hearings that are less than 45 minutes, attendance may be by telephone. All parties and attorneys appearing by telephone must be conferenced together before calling the Court. Call in to the office phone number, 321-617-7270.

**TELEPHONE CALLS:** All attorneys/parties must be on the line when the call is placed to the Court. We do not use Court Call and the Court will not make any calls.

**MICROSOFT TEAMS HEARING:** The party setting the hearing must send one email to the Judicial Assistant ([theresa.goddard@flcourts18.org](mailto:theresa.goddard@flcourts18.org)) with all the attorney/parties e-mail addresses that will be participating in the hearing. Approximately one week prior to the hearing, the judicial assistant will send out invites to the hearing. **Evidence:** All potential exhibits need to be exchanged between the parties and need to be pre-marked for identification. If the evidence is less than 10 pages, it can be emailed, otherwise it will need to be sent to the Court five (5) days prior to the hearing via courier or mail.

## **EMAILS TO THE COURT**

Emails to the Court must include the case information with case number in the subject line. All attorneys must be copied with emails to the Court.

## **NOTICES OF HEARING AND CANCELLATIONS:**

In order for the Clerk's Office to timely process and calendar hearings, please file the Notice of Hearing within 24 hours of setting the hearing on JACS. Notices of Hearing MUST include the Clerk's Document ID number (not the Efiling Number) of the motion to be heard.

If you need to cancel a hearing, please contact the Judicial assistant to cancel on JACS. Notices of Cancellation must be efiled as an emergency pleading and emailed directly to the Judicial Assistant.

### **COURTESY COPIES:**

**The Court requires courtesy copies of motions, notices of hearing and supporting documents, including case law, transcripts, etc. at least five (5) days prior to the hearing.** If 10 pages or less, the documents may be sent by email. If more than 10 pages, the documents must be sent by mail or courier (to arrive no later than five (5) days prior to the hearing).

### **SUBMISSION OF ORDERS AND/OR JUDGMENTS:**

**All Orders must be submitted to the JA in WORD format.** Please do not mail “hard” copies to the Court. Agreed orders and orders on uncontested matters should be emailed with a copy of the motion and/or prior to the hearing on the matter. After hearing on a contested matter, a proposed order must be emailed to the Court within five (5) days of the Court’s ruling. The proposed order must be reviewed by all parties prior to submission. The email submitting the proposed order must confirm whether there are any objections to the form or substance of the proposed order, and if so, said objections must be included in the email. Cover letters are not necessary to include as an attachment to the email submission, but if included, please do not include the letter with the proposed order in the same attachment. They should be separate attachments.

All orders must include the email addresses of the attorney(s) or litigants. **If there are pro se litigants, please include the following language:**

*It is further ADJUDGED that within 5 days from the date of eservice of this order/judgment, the Petitioner shall:*

- 1. Furnish a copy of this order/judgment to each self-represented party, if any, by U.S. Mail, First Class, Postage Paid; and*
- 2. Efile a certificate signed by Petitioner’s counsel that delivery of this order/judgment has been made as set forth herein.*

Proposed orders that are more than one (1) page in length must have the page number notated on each additional page. The Court’s signature line and/or cc: information should not be “stand alone” on the last page.

**Failure to follow these procedures may result in the hearing being cancelled by the Court.**

If you have any questions, please do not hesitate to contact me, and I'll be happy to assist.  
Phone at (321) 617-7270  
Email at [theresa.goddard@flcourts18.org](mailto:theresa.goddard@flcourts18.org)

*Theresa Goddard  
Judicial Assistant to  
Judge Michelle Naberhaus  
321-617-7270*