

REVISED 1/18/2024*

***Please note the procedures have changed for
Brevard County Civil Case Management. See Page 6 and please visit:
www.flcourts18.org/case-management/**

HONORABLE GEORGE T. PAULK
506 S. Palm Avenue
Titusville, Florida 32796
(321)264-6759, option 2
Judicial Assistant : **Michelle Kolczynski**
michelle.kolczynski@flcourts18.org

PLEASE BE ADVISED THAT DUE TO THE MANY EMAILS RECEIVED BY THIS OFFICE, IT COULD TAKE SEVERAL DAYS FOR US TO RESPOND.

CASE MANAGEMENT PLANS AND ORDERS:

Please see website for instructions or page 6: <https://flcourts18.org/brevard-county-procedures-for-case-management-plan-order-and-setting-trials/> An FTC hearing will be set for non-compliance. Once an FTC is set, counsel has five business days from issuance of the FTC to resolve by filing a CMP and emailing the judicial assistant, Michelle.Kolczynski@flcourts18.org a copy of the CMP and CMO. Once the CMO has been **signed** by the judge, the FTC will be automatically canceled. **Please do not email the judicial assistant inquiring about if the hearing is canceled.**

SCHEDULING CIVIL HEARINGS:

Short Matters hearings are only for **uncontested matters** that can be heard and addressed by the Court in five minutes or less.

5-minute hearings - VIA PHONE ONLY!

Motion to withdraw

Motion to continue

Simple motion to compel

15-minute hearings - VIA PHONE ONLY!

All parties must be on the same line prior to calling the Court. Call in number is 321-264-6759, option 2

30 minutes or more for non-evidentiary hearings: VIRTUAL COURT: link below

<https://fl18.org/gpaulk>

Meeting ID: 275 374 537 256

Passcode: XZyPTJ

One hour and over for Evidentiary hearings: In Person Only.

Scheduling Conferences: In Person Only.

Pre-Trial Conferences: In Person Only.

CMC Hearings: In Person Only.

****If Orders to Appear state in person only, please do not call the JA asking if counsel can appear by phone or Teams.**

JACS

Judge Paulk utilizes the JACS (Judicial Automated Calendaring System) for setting hearings on 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. 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 efilng 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 prior to setting the hearing. If you need more time, please select consecutive 15-minute hearing time for the total time needed. Any motion over 1 hour must be approved by the Court prior to setting a hearing.

**PLEASE NOTE THAT JACS HAS CHANGED. IF YOU HAVE NOT USED IT RECENTLY, PLEASE REVIEW THE BELOW:
HOW TO SET A HEARING ON JACs – Honorable George Paulk**

1. Go to <https://flcourts18.org>
2. Select Attorney & Citizen Resources
3. Click on "Go to Attorney Resources"
4. Click on "Available Dockets and Hearing Times." A Dashboard tab will open, and you can select by County or Judge.
5. That Judge's page will open and mid-screen you will see the calendar. The black arrows allow you to scroll by day, week month, whatever you selected.
6. Coordinate a time with opposing.
7. Login is required to set a hearing. If you do not have one select "How to sign up for JACS Account."
8. Once a date and time are coordinated, you will need to go back to the original tab and select "Scheduling a Hearing – Requires Log in."
9. Type in your login/password and follow the prompts. 1
10. Follow the prompts to set the hearing. Please fill out everything completely. If a party is Pro Se, you must type it as two words.
11. Any issues with JACS, please go to: <https://fl18.org/jacsrequest>

CANCELLATION OF HEARINGS

Please notify the JA immediately of cancellations. A Notice of Cancellation must be efiled with the Clerk AND emailed to the judicial assistant. **YOU MUST CANCEL YOUR HEARING IN JACS. Once the hearing is canceled, the materials will be destroyed.** Once the hearing is re-set, you will need to resend the materials to the court again.

EMERGENCY HEARINGS

The motion should be emailed to the judicial assistant for the Judge to review and advise as how to schedule.

NOTICE OF HEARING

Please file within 24 hours 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.

COURTESY COPIES FOR HEARINGS

Courtesy copies of motions, notice of hearing, case law, exhibits, etc. should be provided 2 weeks before the hearing via mail, courier, hand delivery, UPS or FedEx to 506 South Palm Avenue, Titusville, FL 32796.

UNLESS ASKED TO DO SO, DO NOT EMAIL.

Last minute filings should be couriered, or hand delivered. It is encouraged that you send your motion, notice of hearing etc. via certified mail to ensure that the Court has received the documents. Motions over twenty pages should be placed in a binder with an index page and tabbed. Do not staple. If the motion and notice of hearing is not received in the judge's office 2 weeks prior, the hearing may be canceled.

EVIDENTIARY HEARINGS & EVIDENCE

Evidentiary hearings are In-Person hearings.

Evidence should be pre-marked with letters.... A, B, C, etc.

As they come into evidence, the clerk will mark as (#1, #2, #3, etc.).

DO NOT send evidence to the court prior to the hearing. Be sure to make a copy of the evidence for the judge.

ORDER SUBMISSION

Only all agreed orders should be sent through the e-portal. **Please do not send an email stating that you have submitted an order, because the judicial assistant will transfer the order to the judge.** All orders from a previous hearing **MUST** be sent to opposing counsel for approval **PRIOR** to submitting to the Court. **Conflicting orders should be mailed directly to the Court.**

Brevard eportal filings require DJMCA codes on proposed orders. Refer to below announcement link for more information. The codes apply only to orders submitted through the portal and not orders submitted by mail.

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

Orders to withdraw must have client's consent attached or a hearing will be required.

Substitutions of Counsel must have the client's consent attached as well.

PLEADINGS – It is assumed that every document efiled with the Clerk's Office for our division runs through this office and we see it. We do not. We do not know what is filed and when unless counsel/party tell us. All pleadings filed are simply that, FILED. This office does not get notification of filings. If there is a pleading you need the Court to review, please contact the JA with the information after the pleading is filed for further instructions.

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. The order of trial issued is not indicative of the order in which the case will be called up for trial. The cases may be randomly called up.

Maintain contact with the cases prior to your case for status. The court is sometimes the last to know if a case has settled.

FOR QUESTIONS OR ASSISTANCE WITH THE SETTING OF CIVIL TRIALS FOR JUDGE PAULK IN BREVARD COUNTY, PLEASE CONTACT:

Latifah Ferron

321-637-2098

Latifah.ferron@flcourts18.org

DISCOVERY MOTIONS/OBJECTIONS

Discovery motions and objections will need to be set for a hearing on JACS. Only simple motions to compel can be set on the short matter docket.

SUMMARY JUDGMENT

The new rules dictate when this hearing can be set. Judge Paulk would like these heard as soon after the timeline passes. You can set on JACS. Once the hearing is set, please send courtesy copies along with the notice of hearing, via MAIL/COURIER, **NOT EMAIL**.

MOTIONS TO DISMISS

SET FOR HEARING as soon as possible after filing. You can set on JACS. Once the hearing is set, send hard courtesy copies along with the notice of hearing, via MAIL/COURIER, **NOT EMAIL**.

MOTIONS IN LIMINE / DEPOSITION DESIGNATIONS

Must be heard prior to trial and not on the first day of trial. Counsel is to meet and confer prior to hearing and present those MILs/Designations which counsel cannot agree.

REHEARING/RECONSIDERATION/NEW TRIAL

MAIL or COURIER, **NOT EMAIL**, a copy of the filed motion. The Court will review and determine if a hearing is required. Counsel may not set a hearing without approval from the court.

STIPULATIONS FOR DISMISSAL/ORDERS OF DISMISSAL

Unless a Motion to Dismiss is granted, where an Order of Dismissal is appropriate and submitted as instructed above, stipulations for dismissal and final orders of dismissal ARE NOT REQUIRED to 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

All motions for court default in all cases, must be set for hearing.

Final Judgment on Default hearing is not required *except in 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 envelopes for those parties not on the eservice list.

MOTIONS FOR ATTORNEY'S FEES

Email the motion directly to the judicial assistant prior to setting a hearing.

PRE-TRIAL SCHEDULING ORDERS/SCHEDULING CONFERENCE ORDERS/CASE MANAGEMENT ORDERS/ ORDER OF TRIALS

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.

PRE-TRIAL STIPULATIONS/JOINT PRE-TRIAL STIPULATIONS AND JURY INSTRUCTIONS & VERDICT FORMS

These should be filed three business days before the pre-trial conference hearing and courtesy copies mailed, courier, hand delivered or FedEx and must be received in the judge's office 3 days prior to the pre-trial conference hearing.

RESIDENTIAL FORECLOSURE CASES

For assistance with the setting of foreclosure trials in Brevard County, please contact:

Sandy Stockton, 321-637-5303, Sandy.stockton@flcourts18.org

Substitution of Parties/Counsel must be reviewed by the Judge and may not require a hearing. Please send motion and proposed order via MAIL or Courier only. Substitution of Counsel must have client's consent.

Motions for Court Default must be set for hearing.

Final Judgment on Default in *Foreclosure matters* must be set for hearing.

Self-Addressed Stamped Envelopes – do not allow machine to seal when placing postage on them. They will be discarded and conformed copies will not be sent.

Attorney Ad Litem Appointments – do not require a hearing. Submit motion and complete, proposed order to Judge via mail/courier. Do not email. The order must include all Attorney Ad Litem's duties including the filing reports on the diligent search, etc. Incomplete orders will not be signed and will be returned.

Rescheduling Sale Dates (Foreclosures) – does not require a hearing. Send motion and proposed order via mail/courier. State in your motion when you are asking the Court to reset, if such a request is made.

Brevard County Procedures for Setting Circuit Civil Trials

Revised January 10, 2024

CASE MANAGEMENT PLANS: (as required in AO NO: 24-06 AMENDED)

Procedures have changed under the new Administrative Order. Case Management Orders are no longer submitted to the Judicial Assistant. All directions and instructions can be found at:

www.flcourts18.org/case-management/

For assistance with the setting of Civil Trials in Brevard County, please contact:

Divisions L and T: Joanna Linkous, **321-633-2128**, Joanna.linkous@flcourts18.org

Divisions D and M: Latifah Ferron, **321-637-2098**, Latifah.ferron@flcourts18.org

For assistance with the setting of foreclosure trials in Brevard County, please contact:

Lola Merrick **321-264-7700**, lola.merrick@flcourts18.org