

**REVISED April 1, 2025 (NEW TEAMS INFO)**

**HONORABLE GEORGE T. PAULK**

\*506 S. Palm Avenue

Titusville, Florida 32796

(321)264-6759, option 2

Judicial Assistant: **Michelle Kolczynski**

[michelle.kolczynski@flcourts18.org](mailto:michelle.kolczynski@flcourts18.org)

**PLEASE NOTE THAT JUDGE PAULK'S CIVIL DIVISION IS NOT RELOCATING FROM THE TITUSVILLE COURTHOUSE TO THE MOORE JUSTICE CENTER IN VIERA UNTIL JULY, 2025.**

**HOWEVER, ALL JURY TRIALS WILL BE HELD AT THE MOORE JUSTICE CENTER IN VIERA.**

**Unless otherwise instructed, please continue to send mail and documents to the Titusville office.**

**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 (**YOU MAY NOT COMBINE TIME SLOTS**). **\*ALL PARTIES MUST BE ON THE SAME LINE PRIOR TO CALLING THE COURT. LATE CALLS WILL NOT BE ACCEPTED AND MUST RESCHEDULE.** (***This instruction must be included in your Notice of Hearing.***)

**HEARINGS SET WITHIN 48 HOURS, MUST BE APPROVED BY THE JUDICIAL ASSISTANT. FAILURE TO DO SO WILL RESULT IN THE AUTOMATIC CANCELLATION OF YOUR HEARING.**

**5-minute, UNCONTESTED, short matter hearings (MAY NOT COMBINE TIME SLOTS)  
(Phone preferred unless three or more participants – then TEAMS)**

Examples: Motion to withdraw  
Motion to continue  
Simple motion to compel

**Call in number is 321-264-6759, option 2.**

All parties must be on the same line prior to calling the Court. \*Late calls will not be accepted and must reschedule. (This instruction must be included in your Notice of Hearing)

**15-minute hearings - VIA PHONE\* or REMOTE\*\***

All parties must be on the same line prior to calling the Court. \*Late calls will not be accepted and must reschedule. (This instruction must be included in your Notice of Hearing)

Call in number is 321-264-6759, option 2.

**\*\*Three or more participants and cases with a court reporter, should appear REMOTE by TEAMS.**

**30 minutes or more for non-evidentiary hearings: REMOTE BY TEAMS. VIRTUAL COURT: link below  
(all new info)**

<https://fl18.org/gpaulk>

**Meeting ID:** 217 653 736 381

**Passcode:** kx3DR9rD

(Note : TEAMS will work best if the free application is downloaded)

Or NEW NUMBER for call in (audio only)

1-386-310-1754

**Phone Conference ID :** 809 728 185#

**+1 386-310-1754,,809728185#**

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

**Scheduling Conferences: In Person Only.**

**Pre-Trial Conferences: In Person Only.**

**Dauber Motions: 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 at [www.flcourts18.org](http://www.flcourts18.org) under Citizen and Attorney Resources (detailed instructions below). Log in is required so your attorney must be registered in the program. Pro se parties are indicated as “Pro Se” in the attorney list, bar no. 9999999. THE TYPE OF MOTION OR MATTER MUST BE INDICATED. 901.02 Hearing is not acceptable. Use the drop arrow to select the motion or select “Other Motion” and another box will pop up below for you to freehand your motion or matter.

The screenshot shows a web form with the following fields: "Complete Year" (text input), "Case Number" (text input with "Axxx" as a placeholder), "Motion" (dropdown menu with "901.02 Hearing" selected), "Type" (dropdown menu with "In Person" selected), "Attorney" (text input), and "Opposing Attorney" (text input). The "Motion" and "Type" dropdowns have yellow highlights.

- All motions must be e-filed and accepted by the Clerk's office and the motion must be docketed to the Clerk's register of actions before scheduling your hearing.
- Hearing time is in 5, or 15-min. increments. **5-minute time slots may not be combined.**
- Please coordinate hearing dates and times with opposing prior to setting the hearing.
- If you need more time, please select **consecutive 15-minute hearing slots** for the total time needed. **5-minute time slots may not be combined.** Any motion over 1 hour must be approved by the Court prior to setting a hearing.

## **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.
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.

Any issues with JACS, please go to: <https://fl18.org/jacsrequest> PLEASE DO NOT CALL OR EMAIL THE JUDICIAL ASSISTANT.

**EXPARTE COMMUNICATION: Please note that the Judge's office cannot receive any Ex-Parte communication from anyone. All parties MUST be copied on all emails, correspondence, and communication with our office.**

**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.**
- **Failure to notify the court and/or cancel in JACS may result in a hearing being set for OTSC.**
- **Once the hearing is canceled, the materials will be destroyed.** If the hearing is re-set, you will need to re-submit the materials to the court.

**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 (not the filing number – see below) on the Clerk's register of actions, for the motion(s) being heard, is required in the NOH. Note this Doc. Id. Number at the end of each motion. (See second screenshot below)

01/18/2024	1	26	✓	<u>NOTICE OF HEARING</u>
01/16/2024	1	25	✓	<u>MOTION</u>

**1. Plaintiffs' Motion For Entitlement To Costs And Attorneys' Fees**

*E-Filed 01/16/2024 Doc # 25*

**COURTESY COPIES OF PLEADINGS FOR HEARINGS**

- **Copies of motions, notice of hearing, case law, exhibits, etc., must be provided 2 WEEKS BEFORE the hearing via mail, courier, hand delivery, carrier pigeon, 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. through a source that can confirm delivery.
- **Motions/pleadings 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. Judge Paulk reviews all documents prior to the scheduled hearing.**

**When scheduling any hearing, be sure to schedule for the true length of the hearing. For example, a 30-minute hearing, scheduled within a 15-minute time slot, may not be heard.**

**PLEADINGS** – We are not aware of documents that are filed unless we are notified. 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 review these instructions for direction. If your question is not addressed in this document, you may contact the JA with the information, after the pleading is filed and viewable by the court, for further instructions.

**ALL PLEADINGS AND PROPOSED ORDERS MUST BE ACCOMPANIED WITH A COVER LETTER.**

## **ORDER SUBMISSION**

- Judge Paulk is located at the Titusville courthouse in Titusville, Florida **not at the Moore Justice Center in Viera.**
- All agreed and only agreed orders should be submitted through the e-portal and must be formatted with the DJMCA codes. [www.flcourts18.org/e-filing-instructions/](http://www.flcourts18.org/e-filing-instructions/)
- All orders regarding a previous hearing, MUST be sent to opposing party or counsel for approval PRIOR to submitting to the Court. Please include the date of the hearing in your proposed order.
- Objections to proposed orders may be sent to the Judicial Assistant by email and should be formatted with a signature block for Judge Paulk to physically sign. Please do not submit through email with the DJMCA codes.
- Please do not send an email stating that you have submitted an order in the portal.
- **Summary Final Judgement proposed orders** should be mailed directly to our office with copies for conforming and addressed, postage paid envelopes for mailing. PLEASE CONFIRM THE PROPOSED ORDER HAS A SIGNATURE BLOCK FOR THE JUDGE TO SIGN. DO NOT SEND WITH DJMCA CODES.

**Brevard e-portal filings require DJMCA codes on proposed orders. Refer to the below announcement link for more information.** [http://www.brevardclerk.us/?a=Files.Serve&File\\_id=023197ba-807c-4908-876a-246bd18da343](http://www.brevardclerk.us/?a=Files.Serve&File_id=023197ba-807c-4908-876a-246bd18da343)

- **The codes apply only to orders submitted through the portal and NOT orders submitted by mail. Do not email proposed orders formatted with DJMCA codes.**
- **Only agreed orders are to be submitted through the portal.**
- **Do not submit any orders through the portal that are not coded for the portal.**
- We are unable to fill in any blanks or add anything when submitted through the portal.
- PLEASE BE SURE THAT YOUR MARGINS ARE NO SMALLER THAN 1" ON EACH SIDE. Anything smaller will position the Judge's signature partially off the side of the page. Orders will be rejected, to be corrected.

## **MISCELLANEOUS INSTRUCTIONS**

### **APPROVE MINOR SETTLEMENT**

Motion to Approve Minor Settlement must be scheduled for hearing.

### **ATTORNEY'S FEES**

Motion for Attorney's fees: Email the motion directly to the Judicial Assistant prior to setting a hearing.

### **ATTORNEY AD LITEM APPOINTMENTS**

Do not require a hearing. Submit motion and the complete, proposed order to Judge via mail/courier. Do not email. The order must include all duties of the Attorney Ad Litem and also include the filing reports on the diligent search, etc. Judge Paulk will not sign Incomplete orders.

### **CASE MANAGEMENT PLANS AND ORDERS:**

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/](http://www.flcourts18.org/case-management/)

**FOR QUESTIONS OR ASSISTANCE WITH CIVIL CASE MANAGEMENT ORDERS, CIVIL TRIALS, AND SETTLEMENTS FOR JUDGE PAULK, IN BREVARD COUNTY, PLEASE CONTACT:**

**Joanna Linkous**

**321-633-2128**

[joanna.linkous@flcourts18.org](mailto:joanna.linkous@flcourts18.org)

### **COURTROOM QUESTIONS:**

Technological or logistical questions about the courtroom can be answered on the 18<sup>th</sup> Judicial Webpage. [Courtroom Equipment - Eighteenth Judicial Circuit Courts \(frcourts18.org\)](http://frcourts18.org)

### **DEFAULT / FINAL JUDGMENT**

- All motions for court default in all cases, must be set for hearing.
- Final Judgment on clerk default - hearing is required.

Once a Court 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 e-Service list.

### **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.

### **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 5-minute short matter docket.

### **DISMISS**

Motion to Dismiss must be scheduled for hearing as soon as possible after filing. You will schedule your hearing in JACS. Once the hearing is set, send courtesy copies along with the notice of hearing, via MAIL/COURIER, **NOT EMAIL.**

### **EVIDENTIARY HEARINGS & EVIDENCE**

Evidentiary hearings are In-Person hearings. **DO NOT send evidence to the court prior to the hearing or trial.** Be sure to provide copies of the evidence for the Judge.

- Please provide an Evidence Log.
- Evidence should be pre-marked with letters.... A, B, C, etc.
- As they come into evidence, the court or clerk will mark as (#1, #2, #3, etc.).

### **OTSC:**

Must be scheduled for 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, couriered, hand delivered or sent by FedEx or UPS and must be received in the **Judge's office 3 days prior to the pre-trial conference.**

**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.

**RESIDENTIAL FORECLOSURE CASES**

- **Original mortgage documents should be sent to the Brevard County Clerk of Court. Do not send to the Judge.**
- **Summary Judgment Orders must be sent directly to the Judge's office and include copies for conforming and postage paid envelopes for mailing.**

**FOR QUESTIONS OR ASSISTANCE WITH FORECLOSURE TRIALS FOR JUDGE PAULK, IN BREVARD COUNTY, PLEASE CONTACT:**

**Lola Merrick**  
**321-264-7700**

[lola.merrick@flcourts18.org](mailto:lola.merrick@flcourts18.org)

**RESIDENTIAL FORECLOSURE – EMERGENCY SALE MATTERS**

- A written motion filed with the Clerk's Office is required. We cannot take any action without one.
- The motion may be emailed (by the filing party) to the Judicial Assistant, but all parties must be copied on the email.
- Once the motion has been filed and emailed to all parties, call the Judicial Assistant to verify the email and motion were received and for further direction.

***Unless you notify the Judicial Assistant, she is not aware that the motion exists, and no action will be taken.***

**RESIDENTIAL FORECLOSURE – RESCHEDULING SALE DATES**

Plaintiff requests to reschedule do not require a hearing. Send the motion and proposed order via mail/courier. State in your motion the date or how long you are requesting for the rescheduling. **Judge Paulk will not sign without a future sale date in the order.**

**SETTLEMENTS/VOLUNTARY DISMISSALS:**

Notice of Settlements and/or Voluntary Dismissals will be required to remove a case from the civil trial docket. Copies should be sent to the JA and the Civil Case Managers. It is important that the Civil Case Managers are copied as excusal from the Trial Docket will be confirmed/granted by the Civil Case Manager once she has reviewed your case.

Civil cases: Joanna Linkous - [Joanna.linkous@flcourts18.org](mailto:Joanna.linkous@flcourts18.org)

Civil Foreclosure cases: Lola Merrick – [lola.merrick@flcourts18.org](mailto:lola.merrick@flcourts18.org)

**STIPULATIONS FOR DISMISSAL/ORDERS OF DISMISSAL**

Stipulations and Orders of Dismissal should be submitted to the Court, through the e-portal or email. Please make sure the proposed order is properly formatted for your choice of submission.

## **SUMMARY JUDGMENT**

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

Summary Final Judgement proposed orders should be mailed directly to our office with copies for conforming and addressed, postage paid envelopes for mailing. PLEASE CONFIRM THE PROPOSED ORDER HAS A SIGNATURE BLOCK FOR THE JUDGE TO SIGN. DO NOT SEND WITH DJMCA CODES.

## **TRIAL AND PTC DOCKETS AND DATES:**

Available online on the 18<sup>th</sup> Judicial Webpage. [Home - Eighteenth Judicial Circuit Courts \(flcourts18.org\)](http://Home - Eighteenth Judicial Circuit Courts (flcourts18.org))

## **TRIAL CONTINUANCES:**

- Opposed motions must be scheduled for hearing.
- Unopposed/Agreed proposed orders can be submitted without a hearing but must include:
  - The current trial date.
  - A future trial date.
  - Indication that the Court will prepare a new Case Management Plan/Order.  
(It is possible that the Court may still require a hearing).

Notice of Settlements and/or Voluntary Dismissals will be required to remove a case from the civil trial docket. Copies should be sent to the JA and the Civil Case Managers. It is important that the Civil Case Managers are copied as excusal from the Trial Docket will be confirmed/granted by the Civil Case Manager once she has reviewed your case.

## **TRIAL DOCKETS –**

### **“NEW”: JURY TRIALS WILL TAKE PLACE AT THE MOORE JUSTICE CENTER IN VIERA**

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. Unless otherwise stated, 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.

- Maintain contact with the cases prior to your case for status. The court is sometimes the last to know if a case has settled. Judge Paulk will always try and allow for a 24-hour notice if your case is called up.

## **TRIAL EVIDENCE:**

**DO NOT send evidence to the court prior to the trial.** Evidence should be presented to the court clerk, immediately prior to the start of the trial on day one or in the mornings prior to the start of trial. Be sure to make a copy of the evidence for the Judge.

- Please provide an Evidence Log.
- Evidence should be pre-marked with letters.... A, B, C, etc.
- As they come into evidence, throughout the trial, the clerk will mark as (#1, #2, #3, etc.).

## **UNILATERAL HEARINGS OR FAILURE TO AGREE (WHEN SCHEDULING)**

If an agreement cannot be reached when scheduling a hearing, email the Judicial Assistant for direction. In most instances Judge Paulk will require a short matter hearing to assist with scheduling. In some instances, Judge Paulk will schedule a live in-person hearing to speak with the parties.

## **WITHDRAW OR SUBSTITUTION OF COUNSEL**

Substitutions of Counsel and Orders for Withdraw, must be scheduled for hearing unless you have a written client's consent in which case a proposed order may be submitted without a hearing.