Judge Aaron J. Peacock

County Civil Division 9

Location/Contact Information:

Aaron J. Peacock
County Court Judge
Moore Justice Center
2825 Judge Jamieson Way
Viera, Florida 32940
(321) 617-7236

Tina Derwitsch, Judicial Assistant
Email is the preferred method to contact the JA.
Office hours are 8:00 a.m. – 4:00 p.m.
Emails after hours will be addressed the next business day.
tina.derwitsch@flcourts18.org.

Virtual Courtroom – Judge Aaron Peacock

URL Short Link - https://fl18.org/judgepeacock-vc

Policies/Procedures:

Attendance Policies:

Although recommended that parties appear in person for court appearances, remote TEAMS appearances are authorized. Attorneys/Litigants must request a TEAM'S link 24 hours prior to the court date. Late requests may not be processed in a timely manner, and therefore, the party must appear in person.

A Notice of Conflict DOES NOT constitute an automatic continuance. Parties must file a Motion for Continuance and schedule a hearing – unless the continuance is stipulated.

Evidentiary Hearings/Trials:

All Evidentiary court events require an in-person appearance. Parties must appear in person or file a written motion requesting remote attendance and have prior approval of the Court for remote appearance.

The parties must exchange exhibits and confer about the admissibility of each exhibit at least five (5) full business days prior to the hearing; The parties are encouraged to reach an agreement as to the admissibility of all evidence. Exhibits shall be delivered to the Court at least three (3) business days before the scheduled commencement date of the hearing. Each party shall provide the Court with hardcopy printed exhibits. Media, video, USB, or audio requests need to be coordinated through Court Technology and Court Administration.

Emailing the Court:

Please provide the case style and case number in the subject line when emailing the JA. We also need a complete signature line with a phone number.

The opposing side must be copied on the email to the Court. No ex parte communication is allowed.

Motions:

Stipulated motions must be e-filed and copied to the opposing side(s). A copy of the e-filed motion and proposed order is to be emailed to the JA directly. The email should reflect a stipulation/agreement and a copy opposing.

E-Portal Submission of Proposed Orders:

The moving party shall be responsible for the preparation of any orders following the hearing, unless otherwise ordered by the Court. All such orders shall be submitted for review to the opposing party prior to submitting the same to the Court. If the parties agree to the language of an order, it may be submitted to the Court via the E-portal. Please follow the instructions in the link below regarding the new state-mandated code(s). The order cannot be signed without them and will be rejected. Brevard e-portal filings require DJMCA codes on proposed orders. Refer to the link below for more information – or attached.
https://flcourts18.org/e-filing-instructions/

Be sure to include the hearing date in the proposed order if appropriate. All 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.

Orders must also contain the following language: I HEREBY CERTIFY that copies have been furnished via e-service. If there is no e-mail/eservice authorization in the record, the moving party is responsible for service of all non-registered pro-se parties within 5 days from the date of e-service of the Order/Judgment. The Plaintiff shall: Furnish a copy of this Order/Judgment to each self-represented party by US Mail, first class, postage paid; and file a certificate signed by Counsel that delivery of the Order/Judgment has been made as set forth herein.

Failure to follow the guidelines below may result in your filing being rejected.

FILING REQUIREMENTS

- Each filing must contain a Cover Letter and only one proposed order.
- Filer must select himself/herself in the e-service list.
- COVER LETTER PDF format
- PROPOSED ORDER Word document (.docx). Do not include any specific 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 in all capital letters with all four letters in each field. The Signature code, JJJJ, must be aligned left, center, or right. There can be no characters or verbiage, or use of the tab key or space bar, before or after the codes.

There can be attachments to the proposed order. The case style must reference to the Eighteenth Judicial Circuit, i.e., IN THE COUNTY COURT OF THE 18TH JUDICIAL CIRCUIT IN AND FOR BREVARD COUNTY, FLORIDA. Please DO NOT submit proposed orders into the portal until after the **respective documents have been accepted by the clerk's office**.

Emergency orders can be submitted directly to the JA for review/signature, in WORD format, with all parties copied with the email submission.

Hearing times/JACS:

Judge Peacock uses JACS, the Judicial Automated Calendaring System, for the attorneys to coordinate and schedule hearings. Attorneys can view available hearing times as well as our daily calendar for Judge Peacock on JACS. Instructions for JACS are available on the 18th Circuit Website, flcourts18.org, as well as from the Judicial Assistant.

When hearing time is coordinated and confirmed, the moving party must immediately e-file the Notice of Hearing and email a copy to the Judicial Assistant. Failure to timely e-file a Notice of Hearing with service upon opposing

may result in the cancellation of the hearing. Be sure to schedule ample time for the hearing and include the duration of the hearing in the Notice.

Please contact the JA directly if there is an emergency hearing request, insufficient available hearing times, a lengthy hearing time request, or a case that needs special attention.

Case Law/Memorandum of Law:

Case law/memoranda must be delivered in paper format to the Court and opposing copied at least 5 days prior to the Court event. If the Hearing or trial is moved, parties are on notice that the submissions may not be retained by this office, and parties may have to resubmit.

Pro Se Litigants:

For Pro Se parties representing themselves, helpful forms regarding civil, landlord/tenant, divorce cases, etc., can be found at:
http://www.brevardclerk.us

For Uncontested Dissolution of Marriage hearing requests, pro se litigants must contact the Pro Se Coordinator at the Clerk's office to review and confirm you have all the needed documents and paperwork required to go forward with the hearing several days prior to the hearing date. The Pro Se Coordinator can be reached at prosecoordinator@brevardclerk.us. Failure to do so may result in your hearing being canceled or reset.

Small claims proceedings are held in person or via TEAMS. Prior to the Court date, litigants are requested to contact the Clerk by email (provided below) to obtain the docket for your case(s) that you are appearing on or covering. The Clerk can be contacted at: VieraCivilCourtClerks@brevardclerk.us

For questions about Mediation, please contact:
BrevardMediation@flcourts18.org. For information regarding the Online Dispute Resolution (ODR), please go to: flcourts18.org/court-programs/odr

Mission Statement of the Judicial Branch
To protect rights and liberties, uphold and interpret the law, and provide for the peaceful resolution of disputes.

Using DJMCA codes for proposed orders

1. Proposed orders must be submitted in Microsoft Word, with 1" margins all the way around, and in the .docx format (all lower-case letters, file name, no other punctuation, and .docx file extension). Do not include unnecessary formatting

such as tables, columns, text boxes, macros, headers, footers, etc. These may cause the order to be rejected.
As a courtesy, please minimize unnecessary line spacing or page breaks since the clerk charges on a per-page basis.

2. DJMCA FORMAT: DJMCA is how the Seminole and Brevard filing review systems identify where to place the signature and signature dates.

a. You must use the date and signature codes as pairs (e.g., **JJJJ** & **DDDD** for Judge's signature)
b. Signature codes (**JJJJ**, **GGGG**, **AAAA**) must be on their own line. There can be **no** characters of **any** sort (including spaces or tabs) on the same line **before or after** the signature codes. Do not change document margins or add indentations to position the codes. Signature codes may only be positioned using the align-left, center, or align-right features in Word.
c. The codes must be all capital letters with all four letters for each field.
d. These codes should only be used once per line. Two codes per line will not work.

DJMCA signature and date codes are used in pairs:

1) **DDDD** = Judge Signature Date/ **JJJJ** = Judge Signature
When a Judge electronically signs the order, the **DDDD** will be replaced with the current date, and a digital copy of their signature will be inserted in place of the **JJJJ.**

2) **MMMM** = Mailing Date/ **AAAA** = Judicial Assistant Signature
When a JA electronically signs the order, the **MMMM** will be replaced with the current date and a digital copy of their signature will be inserted in place of the **AAAA**.

3) **RRRR** = Reported and Recommended date /**GGGG** = GM or JHO signature
When a General Master/Judicial Hearing Officer electronically signs the order, the **RRRR** will be replaced with the current date, and a digital copy of their signature will be inserted in place of the **GGGG**.

4) **CCCC** = Service List (standalone – is not paired with a corresponding date code)
CCCC is replaced with the contact information of the parties selected for service.

Please see the following page for a sample order utilizing **DJMCA** codes. Note that the signature codes are positioned using left/center/right justification only. There can be **no** tabs or spaces around these codes. (Yellow highlighting is for illustration purposes only and should not be used in an actual order.)

SAMPLE PROPOSED ORDER

IN THE CIRCUIT COURT OF THE
EIGHTEENTH JUDICIAL CIRCUIT IN AND
FOR COUNTYNAME, FLORIDA

Case: 2020-DR-000000
Name,
Father/Petitioner,
vs.
Name,
Child/Respondent.
_____/

SAMPLE ORDER

THIS CAUSE having come before the Court on January 1, 2022, on the Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

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ORDER

THIS CAUSE is random text for the order for testing purposes

DONE AND ORDERED at the Courthouse Name, City, County Name, Florida, on DDDD.
JJJJ

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that copies have been furnished by U.S. Mail or via filing with the Florida Courts E-Filing Portal on MMMM.

CCCC
AAAA

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator, Moore Justice Center, 2825 Judge Fran Jamieson Way, 3rd Floor, Viera, FL, 32940, 321-633-2171, ext. 3, at least 7 days before your scheduled court appearance, or immediately on receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

Updated 11/4/25