

**GENERAL DIVISION PROCEDURES &**  
**JACS INFORMATION**  
**JUDGE MORGAN LAUR REINMAN-DIVISION "V"**  
**MOORE JUSTICE CENTER - 4TH FLOOR**  
**VIERA, FLORIDA**  
**UPDATED DECEMBER 9, 2021**

**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 e-filing 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 30 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.**

**\*Probate hearings are set on Monday, Wednesday and Friday.\***

**\*Guardianship and Trust hearings are set on Tuesday and Thursday.\***

**\*Guardianship may be set on Friday.\***

**\*DO NOT DEVIATE FROM THIS RULE.\***

Be sure to input the Plaintiff's/Petitioner's name and enter the attorney for Plaintiff/Petitioner, click find/select. For Defendant/Respondent, be sure to add the Defendant's/Respondent's full name and find/select the Defendant/Respondent 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 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 AND MICROSOFT TEAMS APPEARANCES:**

All proceedings are conducted in Judge Reinman's Hearing Room located on the 4<sup>th</sup> Floor.

**Hearings** may be conducted **In Person** or by **Microsoft Teams** or a **combination** thereof, at your discretion. The Judge prefers **Non-Jury Trials** to be **In Person** but will consider a request for attendance by Teams. If a **court reporter** is ordered, it works best if the court reporter is in the hearing room and **in person** with the Judge.

**MICROSOFT TEAMS HEARING:** Judge Reinman's Virtual Courtroom: Copy and paste or type the following: <https://fl18.org/h> into Microsoft Edge or Google Chrome web browser.

If you cannot connect, the backup telephone line is [+1 386-310-1754](tel:+13863101754).,299999254# United States, Daytona Beach

Phone Conference ID: 299 999 254#.

**EVIDENCE:** All evidence needs to be exchanged between the parties and exhibits marked accordingly. If the evidence is less than 20 pages, it can be emailed. Otherwise, it will need to be sent to the Court 5 days prior to the hearing via courier, Fedex, UPS 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.

## **DISCOVERY MOTIONS / OBJECTIONS**

Moving party shall initiate contact with opposing party and confer prior to a Motion/Objection being filed. This information shall be included in the Motion/Objection. Prior to a hearing being set, Counsel is to email an e-filed copy to the JA with a proposed order; copy to be emailed to opposing counsel. The Court will review and may enter an Order without hearing. Put in Order: "Order entered without hearing." This is not an Ex Parte Order. If the Court determines that a hearing needs to be set, counsel will be contacted by JA.

## **REHEARING/RECONSIDERATION/NEW TRIAL**

Prior to a hearing being set, Counsel to email an e-filed copy to JA with a copy emailed to opposing counsel. The Court will review and may enter an Order without hearing. If the Court determines that a hearing needs to be set, counsel will be contacted by JA.

## **MOTIONS FOR ATTORNEY'S FEES AND GUARDIAN'S FEES**

Must be accompanied by a statement of billable hours and hourly rate.

## **PRE-TRIAL SCHEDULING ORDERS / SCHEDULING CONFERENCE ORDERS / TRIAL ORDERS**

**IMPORTANT: Please read these Orders in their entirety. Failure to comply may result in the trial being continued or sanctions imposed.**

## **HOW TO SET A HEARING ON JACS**

1. Go to [www.flcourts18.org](http://www.flcourts18.org).
2. Select Resources
3. Click on "Attorney Resources"
4. Click on "JACs Dockets and Calendars"
5. Select under "JACs" Schedule a Hearing – Requires Login
6. Login. If you do not have one select "How to sign up for JACs Account"
7. Type your login/password, choose from the drop down menu "Probate Div V-Judge Reinman; Morgan Laur Reinman" and click login
8. Select "Display a list of available hearing dates." The screen will split to top and bottom. The following will appear: Do not change anything. We do not have a courtroom assignment and we only have hearings in 30 minute increments. Click on Retrieve. The top of the screen will show all available hearing times.
9. Once coordinated, select "Schedule an In-Person Hearing" on the bottom of the split screen. You will have the option later to select in person or Teams.
10. Follow the prompts to set the hearing. Please fill out everything completely. **Input all motion and petition titles, other case numbers** to be addressed at the hearing **as well as additional counsel names** in the **additional case number, additional motion and notes** fields.

## **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 E-filing 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 does require courtesy copies of motions, notices of hearing and supporting documents.** However, attorneys can mail, email or courier the Court any case law, transcripts, etc. at least 5 days prior to the hearing if they are **20 pages or less**, otherwise the motions, case law, transcripts, must be sent via courier, Fedex, UPS or mail (to arrive no later than a week prior to the hearing).

## **SUBMISSION OF PROBATE, GUARDIANSHIP AND TRUST ORDERS AS A RESULT OF A HEARING OR A FUTURE HEARING IS SET:**

Please bring proposed orders to Court at the time of the hearing, if possible. If it is a Teams hearing, email orders to the Judicial Assistant prior to the hearing date.

After hearings, orders are to be received by the Court within 5 days of the hearing/ruling. Cover letters (although not necessary) should be a separate attachment from the proposed order/judgment.

The Court prefers that orders are emailed to the JA. Please do not mail paper "hard" copies to the Court.

Proposed orders 2+ pages in length must have the page number notated on each additional page. The Court's signature line and/or cc: should not be "stand alone" on the last page.

Any questions, please do not hesitate to contact me preferable by email, I'll be happy to assist.

Email at [linda.pauken@flcourts18.org](mailto:linda.pauken@flcourts18.org)

Phone at (321) 617-7272

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

***Linda Pauken  
Judicial Assistant  
Judge Morgan Reinman***