

GENERAL DIVISION PROCEDURES &

JACS INFORMATION

JUDGE MORGAN LAUR REINMAN - DIVISION

"V" MOORE JUSTICE CENTER - 4TH FLOOR

VIERA, FLORIDA

UPDATED AUGUST 3, 2021

SETTING A HEARING

The Court uses JACS, the Judicial Automated Calendaring System, to schedule hearings. Go to 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.

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:

EVIDENTIARY: The Court requires attendance IN PERSON or 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 Microsoft Teams video conference. All parties and attorneys appearing by telephone is to utilize the alternative phone # noted in the Teams link.

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#](tel:+1386310299999254) 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.

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

Phone at (321) 617-7272

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

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