

PROBATE AND GUARDIANSHIP
DIVISION PROCEDURES & JACS
INFORMATION
JUDGE CHRISTINA SERRANO- THE MOORE
JUSTICE CENTER – 2nd FLOOR
VIERA, FLORIDA

Judge Serrano's Virtual Courtroom: <https://fl18.org/judgeserrano>

Instructions for proposed orders filed through the eportal proper signature code formatting are found on our website at https://flcourts18.org/docs/cir/Using_DJMCA_codes_with_ICMS.docx -(I KNOW THE INSTRUCTIONS SAY TO PUT THE JJJJ TO THE RIGHT. HOWEVER, IF YOU DO THE JUDGE'S SIGNATURE WILL GET CUT OFF WHEN THE JA EFILE THE DOCUMENT. PLEASE PUT THE JJJJ TO THE LEFT. THANK YOU)-

https://flcourts18.org/docs/cir/Using_DJMCA_codes_with_ICMS.docx

NOTICES OF HEARING MUST BE FILED AT LEAST 48 HRS BEFORE THE HEARING. ALWAYS FILE A NOTICE OF HEARING FOR HEARINGS SCHEDULED THROUGH JACS.

Notices of Cancellation must be efiled as an emergency pleading and emailed directly to the Judicial Assistant and make sure you cancel the hearing through JACS also.

Orders regarding required Guardian Reports must be sent to Carmin in Word with a signature block and deadlines by the attorney of record/party following the appointment of a guardian for Judge Serrano to review and sign.

ORDER APPOINTING ATTORNEY AND/OR ELISOR

This proposed order must be sent to the Court/JA by the Attorney of record or pro-se litigant. To help ensure that the court file the proposed order correctly, please always include both the GA case and MH case on the proposed order. Please always include RCC on the proposed order if the party is indigent. If the party is not indigent, when emailing the proposed order to the JA please let the JA know that the party is not indigent.

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/opposing parties. Please always enter the Motion/Petition being heard.

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 counsel/parties, and contact the Judicial Assistant. **If you need more than 20 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.**

Please always enter the Motion/Petition being heard.

If you need more than 180 minutes/3 hrs, contact the Judicial Assistant by email (carmen.reyes@flcourts18.org).

IF YOU HAVE ANY QUESTION REGARDING JACS, PLEASE EMAIL servicedesk@flcourts18.org.

DO NOT DEVIATE FROM THESE RULES.

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 email servicedesk@flcourts18.org to add the attorney to the system or please contact the JA.

*****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 Serrano Hearing Room located on the 2nd Floor.

Hearings may be conducted **In Person** or by **Microsoft Teams** or a **combination** thereof. **The Judge prefers any hearing over 2 hours and non-Jury Trials to be In Person.**

The Judge prefers that all court reporters come In Person.

MICROSOFT TEAMS HEARING:

Judge Serrano's Virtual Courtroom: type the following: <https://fl18.org/judgeserrano>

EVIDENCE

All evidence needs to be exchanged between the parties and exhibits marked accordingly. If the evidence is less than 10 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

ALL emails to the Court (carmen.reyes@flcourts18.org) must include the case information with case number in the subject line. All attorneys/opposing parties must be copied with emails to the Court.

DISCOVERY MOTIONS / OBJECTIONS

REHEARING/RECONSIDERATION/NEW TRIAL

Prior to a hearing being set, Counsel must email an e-filed copy to the JA with a copy emailed to opposing counsel/opposing parties. 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.
 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 Christina Serrano; 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 20-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.**
 11. **MAKE SURE THE REQUIRED FIELDS ARE FILL OUT (CASE#, CASE NAME, MOTION/PETITION BEING HEARD, ATTORNEYS AND PARTY'S NAMES.**
 12. **Please always enter the Motion/Petition being heard.**
- NOTICES OF HEARING MUST BE FILED AT LEAST 48 HRS BEFORE THE HEARING. ALWAYS FILE A NOTICE OF HEARING FOR HEARINGS SCHEDULED THROUGH JACS.**
13. **IF YOU HAVE ANY QUESTION REGARDING JACS, PLEASE EMAIL servicedesk@flcourts18.org.**

NOTICES OF HEARING

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.

HEARING CANCELLATIONS

Notices of Cancellation must be efiled as an emergency pleading and emailed directly to the Judicial Assistant and make sure you cancel the hearing through JACS also.

COURTESY COPIES:

The Court does require courtesy copies of motions, notices of hearing and supporting documents. However, attorneys can email the Court any case law, transcripts, etc. at least 5 days prior to the hearing if they are **10**

pages or less, However, if they are **11 pages or more** 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 **48 hrs 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.

All Proposed orders must include the certificate of service with all the parties emails.

Any questions, please do not hesitate to contact me by email.
Email at carmen.reyes@flcourts18.org

PROPOSED ORDERS – JUDGE CHRISTINA SERRANO – 1/30/2023-

Instructions for proposed orders filed through the eportal proper signature code formatting are found on our website at **(I KNOW THE INSTRUCTIONS SAY TO PUT THE JJJJ TO THE RIGHT. HOWEVER, IF YOU DO THE JUDGE SIGNATURE WILL GET CUT OFF WHEN THE JA EFILE THE DOCUMENT. PLEASE PUT THE JJJJ TO THE LEFT. THANK YOU)**- https://flcourts18.org/docs/cir/Using_DJMCA_codes_with_ICMS.docx

Orders regarding required Guardian Reports must be sent to Carmin in Word with a signature block and deadlines by the attorney of record/party following the appointment of a guardian for Judge Serrano to review and sign.

PROPOSED ORDERS FOR HEARINGS

After or Before a hearing, please submit proposed order to the JA by email. The orders must include a signature block and certificate of service/copies furnished to with emails of the parties.

Example:

DONE AND ORDERED in Chambers at Viera, Brevard County, Florida, this _____ day of _____, 202__.

CHRISTINA SERRANO
Circuit Judge

Copies furnished to:

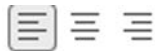
with emails

Addresses (**the attorney's office is responsible for mailing**)

All other proposed orders must be e-filed through the eportal in the jurisdictional map; choose Brevard County from the drop-down menu and select Viewer/Judicial. Failure to follow the below guidelines may result in your filing being Rejected.

FILING REQUIREMENTS

- Each filing must contain a Cover Letter and at least one proposed order.
- Filer must select himself/herself in the e-service list.
- COVER LETTER
 - PDF format
- PROPOSED ORDER
 - Word document (.docx extension).
 - No additional formatting – text boxes, macros, headers, footers, etc.
 - Do not leave the bond amount blank in the appropriate order appointing personal representative in a formal administration (intestate or testate). Please insert "\$0" or "waived" as the amount of the bond.
 - 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 all in Capital letters with all four letters in each field. The **Signature code, JJJJ, must be aligned LEFT.**



- 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 make reference to the Eighteenth Judicial Circuit, i.e.,
IN THE CIRCUIT COURT OF THE 18TH JUDICIAL CIRCUIT IN AND FOR
BREVARD COUNTY.
- **Please DO NOT submit proposed order until after your documents have been accepted by the clerk's office.**
- **Please DO NOT** add the **Certificate of Service codes** to the proposed order for this division. **E-Service** will be provided to those selected by the Filer.
- **Please DO NOT** add the Reported and Recommended General Magistrate codes. They are not applicable to this division.
- MATTERS REQUIRING A HEARING OR THAT NEED TO BE SET FOR A HEARING DUE TO URGENCY
 - DO NOT file these Orders through the portal.
 - Paper Orders are to be brought to the hearing.

- Please include the “Done and Ordered” verbiage as well as the judge’s signature line.
- **ORDERS THAT CAN BE REVIEWED WITHOUT A HEARING**
 - These Orders are to be submitted through the portal and will be reviewed in the order they are received.
 - Please follow the portal instructions for e-filing proposed orders.
 - If you do not want to wait for the order to be reviewed/signed without a hearing, you may request a hearing, but not until the Order has been e-filed for a minimum of 3 weeks. If a hearing is set, you will need to provide the Judicial Assistant with the order(s) submission number(s) so that the e-portal orders can be moved to the correction queue. Paper orders will need to be brought to the hearing.
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If an order was rejected, please contact the case manager’s office @ 321-637-5304, regarding rejected orders/deficiencies on the case.

Orders regarding required Guardian Reports must be sent to Carmin in Word with a signature block and deadlines by the attorney of record/party following the appointment of a guardian for Judge Serrano to review and sign.

- **ORDERS APPOINTING ATTORNEY/ELISOR AND ORDERS APPOINTING EXAMINING COMMITTEE**
 - **These Orders are to be e-mailed with signature block, date lines, and certificate of service with emails to the Judicial Assistant at carmen.reyes@flcourts18.org**
- **ORDERS RESULTING FROM A HEARING**
 - **If you are submitting an Order resulting from a ruling made at a hearing, please email the Order (complete with Done and Ordered and the Judge’s signature line) to the Judicial Assistant at carmen.reyes@flcourts18.org.**

Example:

DONE AND ORDERED in Chambers at Viera, Brevard County, Florida, this _____

day of _____, 202__.

CHRISTINA SERRANO
Circuit Judge

Copies furnished to:
with emails

Addresses (**the attorney's office is responsible for mailing**)

EXAMINING COMMITTEE ORDERS

To help ensure that our Examining Committee Members are being compensated in a timely manner, the court will now require that an order compensating examining committee be filed with the court within 15 days from the filing of the GEC members' reports. In addition, proof of payment to the Examining Committee Members will need to be filed with the court no later than 15 days from entry of the order to compensate or a status hearing may be set. Proof of payment will only pertain to private pay cases. **If you have any questions, please contact the Case Managers at 321-637-5304.**

ORDER APPOINTING ATTORNEY AND COURT APPOINTED ELISOR

To help ensure that the court file the proposed order correctly, please always include both the GA case and MH case on the order. Please always include RCC on the proposed order if the party is indigent. If the party is not indigent, when emailing the proposed order to the JA state that the party is not indigent.

ALL FUTURE INFORMATION

We will provide updates to everyone if any of these procedures change. For official news and updates about the Eighteenth Judicial Circuit, please follow us on Twitter and Facebook.

<https://flcourts18.org/>

<https://www.facebook.com/flcourts18/>

<https://twitter.com/FLcourts18>

<https://twitter.com/PIOFLcourts18>

<https://www.instagram.com/18thjudicialcircuitfl/>

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

Judge Serrano's Virtual Courtroom: <https://fl18.org/judgeserrano>

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