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# JUDGE GRUNOR'S COUNTY CIVIL PROCEDURES MANUAL

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DIVISION "F"

**UPDATED:  
May 13, 2024**

**COURTROOM B is designated for Judge Grunor.**

**Scheduling**

- Hearings are set using the Judicial Automated Calendaring System (JACS), not with the JA (except Evictions, Initial Claim of Exemption, and Domestic Hearings). To use JACS, go to [www.flcourts18.org](http://www.flcourts18.org), click on the "Attorney Resources" tab, and then click on the "JAC's Dockets and Calendars" tab. Make sure you click whether you will appear in person or remotely.
- **Meet and Confer** MUST be held on all Motions before they are set for a Hearing. There must be 3 attempts before setting a hearing. Reasonable attempts must be made to clear a date with opposing counsel. If after these attempts, you are unable to coordinate, email the JA and include in the email: (1) Case number and style; (2) Names and emails of all attorneys involved; (3) The issue(s) that needs to be addressed; and (4) The dates and methods of attempt to coordinate thus far.

**SETTING UNILATERAL HEARINGS**

- Scheduling party shall wait 10 business days for response before reaching out to JA to unilaterally set a hearing.

**Pro Se Litigants**

- If a telephone number or email address is listed for a Defendant, a good faith attempt must be made to coordinate; if you received no response from the Defendant, then a Hearing may be set unilaterally at least thirty (30) days from the current date. In this case, do not contact the JA. The number "9999999" is to be used in lieu of a Bar Number for pro se litigants when scheduling on JACS.
- If the JACS displays **NO TIMES AVAILABLE** or **RECORDS NOT FOUND**, then the Docket is **FULL**. Please **do not** call/email for additional dates, the calendar updates daily, automatically.
- If more than 15-minutes is required, find timeslots within the same block, and take however many you need. You must input your information for each 15-minute slot. If your Hearing requires more than 1-hour, contact the JA via email with the reason more time is needed for approval. No attorney's fee Hearings will be scheduled for more than 1-hour.
- **Hearings over 30 minutes MUST be in person.**
- **Motions for Summary Judgment**, wherein the Defendant is pro se, should only be set for 15-minutes.
- A Notice of Hearing that states "All Pending Motions" is invalid and cause for cancellation, as the Judge pre-reviews the Motions. Include email addresses and phone numbers for all parties in your NOH. Submit the Hearing Notice via *electronic filing* to the Clerk with copies to all parties involved.

- **Initial Claim of Exemption Hearings/Garnishments** are set with the **Clerk of Court**, **NOT on JACS** and **NOT with the JA**. If a Claim of Exemption has been held in the past, any subsequent COE's are set by the attorney's office in JACS.
- **Domestic Injunction Hearings** are **NOT** to be set on JACS. Contact the JA for dates and times to coordinate with the opposing side. Once coordinated, you can file the NOH and the Clerk will add it to our Domestic Injunction Docket.
- **Eviction Hearings** are **NOT** to be set on JACS: see Landlord Tenant Section.
- **Simplified Dissolution Hearings** are set by the Clerk of Court. If any disputes arise before/after a FJ is entered, the case will need to be transferred to Circuit Court, as it is no longer a Simplified Dissolution.

**JACS Confirmation** - A confirmation number will be sent for your use only. Please do not send a copy to the JA, unless requested. You must *e-file* the Notice with the Clerk of Courts with copies to participating parties.

### **Rescheduling**

On JACS, select "Re-Schedule a Hearing" under the Main Menu. Type in your confirmation # and hit "Reschedule". Select the new coordinated date and the Hearing will be rescheduled; a new confirmation number will be sent. Prepare an Amended Notice of Hearing, *e-file* to Clerk with copies to participants. Please do not send a copy to the JA, unless requested.

### **CANCELING A HEARING**

To cancel a hearing, contact the Judicial Assistant.

### **Role of Scheduling Attorney**

If you get a prompt while trying to schedule your Hearing that you need to select a role of the scheduling attorney, you need to logout of JACS, log back in, and attempt to schedule the Hearing again. After you select the date for your Hearing there will be an option right above to input your case number and select which side your attorney represents.

**The following matters, are NOT to be scheduled on JACS, they are to be scheduled directly with the JA via email:** Landlord/Tenant Cases, Domestic Injunction Hearings

### **LANDLORD/TENANT**

- All Landlord/Tenant Hearings and Trials are set by the JA.
- Select Thursdays are reserved for these Hearings and Trials (set by the JA).
- ALL MONIES FOR EVICTIONS SHOULD BE SENT TO THE CLERK. ANY MAILED TO THE JUDGE WILL BE RETURNED TO THE SENDER.
- Paperwork is to be submitted via the Clerk of the Courts E-portal. If the opposing party is Pro Se, the copies must be mailed from your office upon receipt.

- If you are Pro Se and are submitting a Default/Final Judgement, you must make sure your paperwork is completely filled out before submitting and self-addressed stamped envelopes/copies for all parties are included, or they may be returned unsigned.

### **HEARING MATERIAL SUBMISSION RULES**

Hard copies are preferred and must be provided to the Court at least 10 business days prior. You can mail them or drop them off at the drop-box outside of Chambers.

Materials should also be uploaded to the Clerk's Case Records System at least 10 business days prior to the Hearing.

### **CASE MANAGEMENT PRE-TRIAL CONFERENCES**

The Civil Case Manager schedules the Case Management Pre-Trial Conferences. Contact the Civil Case Manager regarding your PTC Order, to cancel a PTC (if appropriate filing has been filed with the Clerk of Court), or case management questions via email, at [DivisionSCM@flcourts18.org](mailto:DivisionSCM@flcourts18.org). Responses will usually be sent within three (3) business days.

- Virtual appearances are NOT permitted UNLESS there's a notice to appear virtually e-filed with the clerk.
- See Case Management Administrative Order <https://flcourts18.org/case-management/>
- A signed Case Management Plan must be filed and accepted by the Clerk before submitting the Case Management Order for review.
- When submitting a Motion to Continue CM PTC, include the new date in your Proposed Order (contact the Civil Case Manager for the next available CM PTC date to put in the Proposed Order). If you do not receive a signed Order Granting Continuance before the PTC, you are required to attend the CM PTC. Do not email the JA and ask for the status and/or for the Order to be signed.

### **ISSUES REGARDING CASE MANAGEMENT ORDERS**

All questions or issues regarding the Case Management Order, Failure to Comply Order, Order to Compel Case Status, Order on Notice of Intent to Dismiss, or Order to Advance Cause in your case, or regarding case management in your case, including issues regarding discovery compliance, **MUST** be addressed **via email only** to the Civil Case Manager at [DivisionSCM@flcourts18.org](mailto:DivisionSCM@flcourts18.org), **not the JA**. Responses will usually be sent within three (3) business days.

### **Pro Se Litigants**

If a telephone number or email address is listed for a Defendant, a good faith attempt must be made to coordinate; if you received no response from the Defendant, then a Hearing may be set unilaterally at least thirty (30) days from the current date. In this case, do NOT contact the JA. The number "9999999" is to be used in lieu of a Bar Number for pro se litigants in JACS.

### **VIRTUAL APPEARANCES (SEMINOLE COUNTY COURTS USE MICROSOFT TEAMS; WE DO NOT USE ZOOM)**

- Telephonic appearances are NOT permitted for any hearings.

- There is no need to contact the Judge's Judicial Assistant for the link or permission to appear virtually. You may appear virtually for all Hearings (except Evidentiary Hearings and Hearings over 30 min), non-Jury Trials (unless there is evidence), and all other Court Proceedings (OTHER THAN INJUNCTIONS, SIMPLIFIED DISSOLUTIONS, SHOW CAUSE HEARINGS, EVIDENTIARY HEARINGS, SHORT MATTERS/EX PARTE HEARINGS, HEARINGS LONGER THAN 30 MINUTES, NON-JURY TRIALS WITH EVIDENCE AND JURY TRIALS). Furthermore, there is no need to submit a Motion or proposed Order for permission to appear virtually, as long as it is not an excluded proceeding.
- **JUDGE GRUNOR'S VIRTUAL COURTROOM ACCESS IS:** <https://fl18.org/grunor>
  - Do not call or email the JA and ask how long you will have to wait.
  - Keep yourself muted until your case is called.

#### **LACK OF PROSECUTION HEARINGS**

- Lack of Prosecution Hearings are set by the Clerk of Court; contact the Clerk if you have questions as to why it was set.
- Motions for Good Cause and a Proposed Order (do not submit with blank spaces, order must be filled out completely) must be filed prior to the Hearing. If the Order has **NOT** been signed, counsel is required to be present. **DO NOT** email the JA and ask the status of the Order, or for the Order to be signed. If you wish to confirm it has been removed from the Clerk's docket, **please call Clerk of Court, not the JA.**

#### **MATTERS NOT REQUIRING A HEARING**

The following **does not** require a Hearing; simply submit them via *e-filing*. Please state that opposing counsel agrees (if the proposed Order is agreed upon by all parties) and there is no objection to the Court entering the relief requested.

- Appointment of Special Process Server
- Stipulated Modifications/Stipulated Orders
- Motion for Substitution of Counsel (Signed by Attorney and Party)
- Motion to Enter an Agreed Order
- Cancellation of and rescheduling a foreclosure sale
- Motion to Vacate Foreclosure Judgment because of reinstatement
- Default judgment of liquidated amounts
- Motion to Withdraw (with signed consent from client)

**\*\*\*\*\* The bottom of all Orders must be worded as follows (do not use indentions, spaces, or tabs before or after the coding, use the align button instead. Do not use page breaks or column breaks in the bottom of the Order and do not put the CCCC and AAAA on the same line or the coding does not work):**

**DONE AND ORDERED** in Sanford, Seminole County, this DDDD.

JJJJ

**CERTIFICATE OF SERVICE**

I **HEREBY CERTIFY** that copies have been furnished via e-service only MMMM. Moving party is responsible for service of all non-registered pro-se parties.

CCCC

AAAA

**(The “DDDD” (signature date), “JJJJ” (Judge signature), “MMMM” (mailing date), “AAAA” (JA signature) and “CCCC” (cc list), must be in all capital letters, not highlighted and not be in bold. Do not use margins/justifications from the Done and Ordered down. Do not use tabs or spaces before the JJJJ, CCCC, or AAAA coding, or the coding won’t work. Use the align button instead) (\*\*See attached “Procedure for Submitting Proposed Orders in Seminole County”)**

**SHORT MATTERS/EX PARTE (select Thursday’s at 8:45 a.m.)**

- Virtual appearances are NOT permitted.
- Short Matters / Ex-Parte hearings are five minutes or less.
- If there is Counsel on both sides, both parties must agree the Motion can be heard in 5-min or less.
- They are not scheduled on JACS, we do not have a docket for these, and the JA is NOT contacted, except for emailing the JA a copy of the NOH.
- Moving counsel is responsible for: Distributing the Hearing Notice(s)
- Short Matters / Ex-Parte are NOT set every Thursday. To find available dates go to the JACS website.
- You must either bring a proposed order, copies for all parties, and self-addressed/stamped envelopes for all parties, or submit the proposed order via the e-portal after the Court makes a ruling.

**MOTIONS/ORDERS**

**Motion to Withdraw as Counsel**

If the attorney can obtain a signed consent from their client, then the proposed Order may be *e-filed* thru the Clerk’s portal for Judge’s electronic signature. If a signed consent is unable to be obtained, then the Motion may be set at Short Matters with at least 10 days notice to the parties.

**Motions for Judicial Default (Other Than Landlord/Tenant)**

Motions for Judicial Default will usually not be signed without a Hearing. If you are unable to obtain a Clerk's Default, then a Hearing must be set.

**Motion to Continue PTC/Hearing**

If a Motion to Continue PTC/Hearing and a Proposed Order (properly coded) are filed and you receive the signed Order Granting a Continuance back before the PTC/Hearing, you are excused. If you do not receive a signed Order Granting the Continuance back before the PTC/Hearing, you are required to come to the PTC/Hearing. Do not email the JA and ask for the status and/or for the Order to be signed.

**Proposed Orders**

You must wait until your Motion/pleading is accepted by the Clerk before e-filing the Proposed Order, to avoid rejection.

Orders on Stipulations need to include the date the Stipulation was signed or the date it was filed with the Clerk of Court.

**DO NOT** submit Orders with blank spaces, submit the Order with the wording you want, this includes Orders to Show Good Cause. The Court can make changes if needed.

**All Orders must be in Word.x format; PDF documents will be rejected.**

Proposed Orders are to be uploaded to the Clerk's E-portal. If it is an agreed Order, please state this in the opening paragraph or heading of the Order. If the other party is *pro se*, a copy of the proposed Order is to be sent to the *pro se* party with a cover letter stating that the *pro se* party must voice any objections in writing to the Court within 10 business days.

**If the Order requires a date or dollar amount from the Clerk of Court, please obtain and insert in the Order prior to uploading it; otherwise, it will be rejected.**

**\*\*Moving party (attorney) is responsible for service of signed orders to all non-registered pro-se parties. Within five (5) days from the date of e-service of the signed Order, the moving party (attorney) shall furnish a copy of the signed Order to each self-represented party by U.S. Mail.**

\*\*\*\*\* The bottom of all Orders must be worded as follows (do not use indentions, spaces, or tabs before or after the coding, use the align button instead. Do not use page breaks or column breaks in the bottom of the Order and do not put the CCCC and AAAA on the same line or the coding does not work):

DONE AND ORDERED in Sanford, Seminole County, this DDDD.

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(\*\*See attached “Procedure for Submitting Proposed Orders in Seminole County”)

#### **Motions for Rehearing/Reconsideration**

All Motions for Rehearing/Reconsideration are to be filed with the Clerk. Submit Orders via the E-portal; the Judge will determine whether a Hearing is warranted. **Do not schedule on JACS**; if done so, the JA will cancel the hearing without notice.

#### **Attorneys' Fees Hearings/Trials/Motions to Tax Costs**

These Hearings only need to be set with the JA if more than one hour is being requested. For additional requirements, see Judge Buie’s Order on Attorney’s Fees and Costs – Adopted by Judge Grunor attached hereto.

#### **Interrogatories (Submissions)**

When filing a Motion to Compel Better Answers to Interrogatories or Better Responses to a Request to Produce or Better Answers to a Request for Admissions, the Court requires the Motion to detail the specific request sought and then, the opposing party’s response. This saves the parties and the Court the inconvenience of flipping back and forth between two separate documents.

#### **LANDLORD/TENANT**

- Virtual is **NOT** permitted if the hearing is evidentiary or over 30 minutes.
- All Landlord/Tenant Hearings and Trials are set by the JA, except for Count II Trials, which are set in JACS by the Attorney. Contact JA via email for available dates and times.
- Every other Thursday is reserved for these Hearings and Trials (set by the JA).
- **ALL MONIES FOR EVICTIONS SHOULD BE SENT TO THE CLERK.** ANY MAILED TO THE JUDGE WILL BE RETURNED TO THE SENDER.
- **Paperwork is to be submitted via the Clerk of the Courts E-portal. If the opposing party is Pro Se, the copies must be mailed from your office upon receipt.**



- If you are Pro Se and are submitting a Default/Final Judgement, you must make sure your paperwork is completely filled out before submitting and self-addressed stamped envelopes/copies for all parties are included, or they may be returned unsigned.
- **Count I Possession and Count II Damages are dealt with separately.**  
When submitting the Final Possession paperwork thru the E-portal, **do not** include damages. Count II Damages must be submitted separately.

### **SMALL CLAIMS**

- Virtual appearances for SC PTC's are permitted.
- If a Joint Stipulation to Waive PTC **and** an Agreed Order to Waive PTC is in the file at least two (2) business days in advance of the PTC, the PTC can be cancelled. There is **NO need to call the JA to be excused.** If you wish to confirm the case has been removed from the docket, **please call the Clerk of Court, County Civil Division, NOT the JA.**
- If a Motion to Continue PTC and a Proposed Order, or an Agreed Order to Waive PTC are filed and you receive the signed Order Granting a Continuance or Waiving the PTC back before the PTC, you are excused. If you do not receive a signed Order Granting the Continuance or Waiving the PTC back before the PTC, you are required to attend PTC. Do not email the JA and ask for the status and/or for the Order to be signed.
- If you are submitting an Order to Continue a SC PTC, include if you need a one or two docket continuance in your Proposed Order.
- Small Claims PTCs take place in **Courtroom "F"**.

### **PIP PRE-TRIALS**

- Virtual appearances for PIP PTC's are permitted.
- See **Administrative Order 13-39-S attached.** If the appropriate filing is filed with the Clerk **by the deadline** outlined in the attached Administrative Order, there is **NO need to call the JA to be excused.** If you wish to confirm the case has been removed from the docket, please call the Clerk of Court, County Civil Division, **NOT** the JA.
- If a Motion to Continue PTC and a Proposed Order are filed and you receive the signed Order Granting a Continuance back before the PTC, you are excused. If you do not receive a signed Order Granting the Continuance back before the PTC, you are required to attend PTC. Do not email the JA and ask for the status and/or for the Order to be signed.

- If you are submitting an Order to Continue a PIP PTC, include if you need a one or two docket continuance in your Proposed Order.

## **TRIALS**

- **Mediation** must be completed prior to scheduling a Status Hearing for Trial.
- A **Notice for Trial** stating that the cause is at issue must be filed with the Clerk's office.
- A copy of the Notice for Trial **must** be mailed to the Judge accompanied by stamped, self-addressed envelopes to all counsel of record or Pro Se parties. If envelopes do not accompany the Notice for Trial, the Court will take no action.
- The Notice for Trial shall include: time estimate for the Trial; jury or non-jury Trial requested; the date on which Mediation was held; and whether the Trial is on the original action or a subsequent proceeding.

**\*\*\*\*\*If the Notice for Trial is only sent to the Clerk, the case will not be set for Trial as the Judge will not be aware of the Notice.\*\*\*\*\***

## **E-FILING INFORMATION**

The E-portal may be accessed at <https://www.myflcourtaccess.com>.

All documents must be filed using the E-portal eliminating the need to send anything to Judge Grunor. If there is a Pro Se litigant, then you are responsible for distributing copies to them.

For help please go to <http://seminoleclerk.org/resources/SeminoleEfilingInfo.htm> or contact the E-Portal service desk at [support@myflcourtaccess.com](mailto:support@myflcourtaccess.com).

Guidelines for submitting Orders:

- Please do not submit Orders prior to a Hearing; they will be rejected. Instead, bring proposed Orders with you to the Hearing along with sufficient copies for all parties as well as self-addressed, stamped envelopes for distribution, OR submit the Proposed Order through the e-filing portal after the hearing for the Judge to sign electronically.
- Please do not submit a Final Judgment for Possession until after a Clerk's Default is entered, if appropriate.
- If a date is needed from the Clerk's office, please obtain, and insert it into your document.
- If a dollar amount is needed from the Clerk's office or other sources, please obtain, and insert it into your document.
- All Orders must be submitted in Word.x format; PDF documents will be rejected.

- Moving party (attorney) is responsible for service of signed orders to all non-registered pro-se parties. Within five (5) days from the date of e-service of the signed Order, the moving party (attorney) shall furnish a copy of the signed Order to each self-represented party by U.S. Mail.

**\*\*\*\*\* The bottom of all Orders must be worded as follows (do not use indentions, spaces, or tabs before or after the coding, use the align button instead. Do not use page breaks or column breaks in the bottom of the Order and do not put the CCCC and AAAA on the same line or the coding does not work):**

**DONE AND ORDERED** in Sanford, Seminole County, this DDDD.

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**(\*\*See attached “Procedure for Submitting Proposed Orders in Seminole County”)**

**Please note:**

The E-portal converts every submission to a PDF. However, not all PDFs are the same. There are two scenarios:

- (1) If a paper Order is scanned into an image (JPEG, GIF, TIF etc.) and submitted, it is converted to a PDF.
- (2) If a Microsoft Word document is submitted, it is converted into a PDF.

The software used to extract a Microsoft Word document from a PDF will not work if option #1 occurs. The end result is a Microsoft Word document that contains the attorney’s scanned image. This image cannot be manipulated or modified.

The only viable option is to use option #2. A PDF, created from a MS Word document, can be reverted back to its Microsoft Word format.

Version of Microsoft Word must be 2007 or greater.

**Please allow for a 72-hour delay for documents to appear on the Judge’s Judicial Viewer. Documents do not appear immediately.**

## **CONTACT INFORMATION**

- Judicial Assistant's email address: [Kim.Robinson@flcourts18.org](mailto:Kim.Robinson@flcourts18.org) (email is preferred)
- Mailing address: 301 North Park Avenue, Sanford, FL 32771
- Courtroom is "B", unless otherwise designated by the Court (such as for Jury Trials, SC PTC, etc.).

## **JUDGE BUIE'S ORDER ON ATTORNEY'S FEES AND COSTS – ADOPTED BY JUDGE GRUNOR**

To insure an orderly and efficient presentation and resolution of disputed amounts of attorney's fees, it is ordered as follows:

1. Within twenty (20) days on which the Motion is filed, counsel for the moving party shall make available to the opposing party and file with the Court a detailed breakdown of all hours expended by said counsel in the representation of his or her client(s) for which counsel is seeking an attorney's fee to be awarded by the Court. This breakdown must include the following:

- a) Individual date entries which detail the tasks performed.
- b) For each task performed, the time spent on each such task.
- c) For each task performed, the name of the individual who completed said task.
- d) The hourly rate being sought for each task performed (rates may vary based upon experience of the attorneys involved, paralegal time, etc.).

2. Within twenty (20) days of receiving the documents as set forth in Paragraph Three hereinabove, the non-moving party shall respond in writing to each individual entry for attorney's fees being sought. This response shall state whether the non-moving party agrees or objects as to each of the entries as claimed by the moving party, with the basis for each objection, the amount of time which the non-moving party believes to have been reasonable and

necessary, the hourly rate which the non-moving party believes to be applicable, and cited supporting authority, if applicable. For each entry to which there is an objection, if the non-moving party also engaged in that same activity (for example, a Deposition or a Hearing), the non-moving party must set forth the amount of time for which the non-moving party's attorney billed for work performed. This shall also be filed with the Court.

3. Within twenty (20) days of the date on which the Motion is filed, counsel for the moving party shall make available to the opposing party a copy of all invoices and other supporting documentation for any cost requested to be taxed.

4. Within twenty (20) days of receiving the documents as set forth in Paragraph One hereinabove, the non-moving party shall respond in writing to each item of cost as requested. This response shall state whether the non-moving party agrees or objects to each of the cost items as claimed by the moving party.

5. No later than two business days immediately preceding the Hearing on these matters, the attorneys shall meet either in person or by telephone to discuss and make a good faith attempt to negotiate any disputed items, hours, and amounts to be paid by the non-moving party. During this meeting, the Statewide Uniform Guidelines for Taxation of Costs in Civil Actions shall be used in attempting to resolve disputes over taxation of costs.

6. Counsel and parties are directed to exercise good faith in complying with the terms of this Order. The Court may consider appropriate sanctions with regard to unreasonable requests for taxation of costs, requests for attorney's fees, objections thereto, and/or failure to comply with this Order.

7. The purpose of an expert witness is to aid the finder of fact in those areas which are beyond the fact finder's understanding. Flanagan v. State, 586 So. 2d 1085, 1100 (Fla. 1<sup>st</sup> DCA 1991); Aetna Ins. Co. v. Loxahatchee Marina, Inc., 236 So. 2d 12, 14 (Fla. 4<sup>th</sup> DCA 1970).

Based on the Court's experience, the Court requests that the parties consider dispensing with expert witnesses on the issue of amount of attorney's fees in this cause.

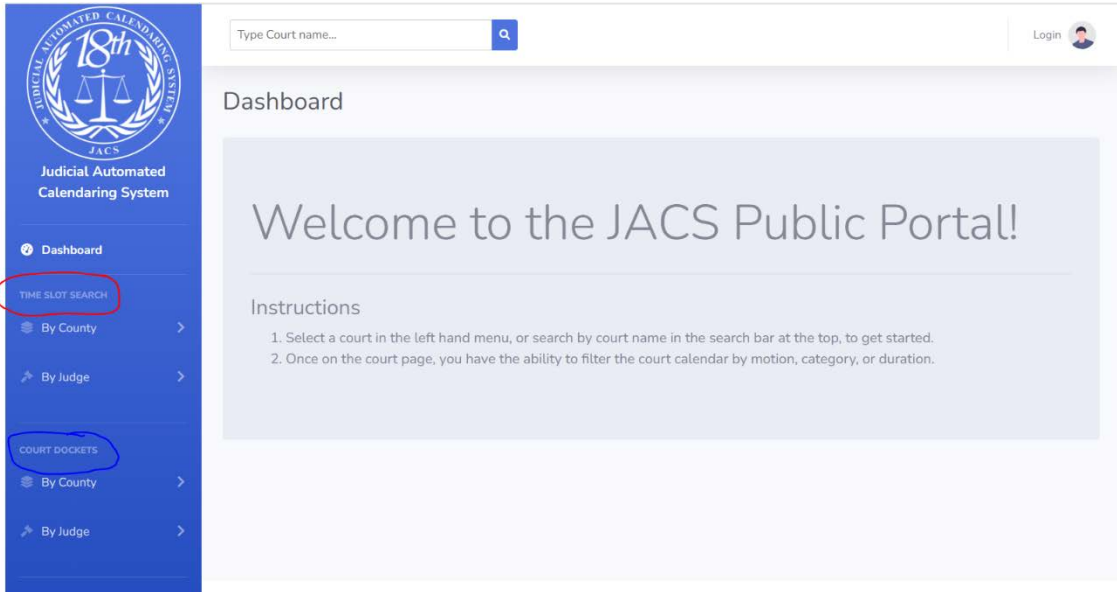
DONE AND ORDERED in Chambers at Sanford, Seminole County, Florida.

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**HONORABLE CARSANDRA BUIE  
COUNTY JUDGE**

**ATTORNEY JACS INSTRUCTIONS – TIME SLOTS AND DOCKET SEARCH**

1. Go to [www.flcourts18.org](http://www.flcourts18.org)
2. Click on Attorney & Citizen Resources
3. Click on Attorney Resources
4. Click on JACs Dockets and Calendars
5. Click on Available Dockets and Hearing Times
6. Click on the division or Judge to search for the calendar under the time slot search (red circle) or docket search (blue circle)
7. Click the correct division or judge that you are searching for
8. Available date and times or docket will appear on the screen



## NEW JACS SYSTEM SCHEDULING INSTRUCTIONS

### Attorney Scheduling

Welcome Back!

Bar Number

Password

Remember Me

Login

[Forgot Password?](#)

[Register an Account!](#)

If password is forgotten, click Forgot Password (circled in black): You will receive a link to reset your password.

If you do not have a login, click Register an Account (circled in yellow): You will receive a confirmation email from our tech support.

From the dashboard attorneys can see their scheduled and past hearings.

The screenshot shows the NEW JACS dashboard interface. On the left is a blue sidebar with navigation options: Dashboard, COURTS (By County, By Judge, By Name), and a back arrow. The main content area has a search bar at the top with the placeholder 'Type Court/Judge name...' and a magnifying glass icon. Below the search bar is the 'Dashboard' title. There are two main sections: 'Scheduled Hearings' and 'Past Hearings'. Each section contains a table with columns for Case #, Date, Court, Type, Motion, Plaintiff, Defendant, and Action. In the 'Scheduled Hearings' table, the first row shows Case # 2022-CA-1234567, Date 10/19/2022, Court Cir Civil Div D-Judge Dugan, Type In Person, Motion Abate, Plaintiff Kunle, Defendant Jessica, and an Action column with an eye icon. The 'Past Hearings' table shows a similar row with Case # 2022-CA-, Court Cir Civil Div D, Type In Person, Motion Abate, Plaintiff Kunle, Defendant Jessica, and an Action column with an eye icon.

To get more information about a specific hearing, the attorney can click the “eye” icon in the action’s menu.



## Hearing

### Information

This hearing is scheduled for **10/19/2022** at **9:00 am** for **15 minutes**

<b>Case Number</b>	<b>Motion</b>	<b>Type</b>	
2022-CA-1234567	Abate	In Person	
<b>Court</b>	<b>Category</b>		
Cir Civil Div D-Judge Dugan	N/A		

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<b>Plaintiff</b>	<b>Plaintiff Attorney</b>	<b>Defendant</b>	<b>Defendant Attorney</b>
Kunle	Attorney	Jessica	Defendant Attorney

This scheduled hearing can only be modified by **Kunle Adetakun**

The attorney can use the menu on the left to find a court to schedule a hearing or use the search bar at the top of the window. The attorney can search by judge or court name.

The screenshot shows the NEW JACS dashboard. On the left is a blue sidebar menu with a calendar icon and the text 'NEW JACS'. Below the menu are options: 'Dashboard', 'COURTS', 'By County', 'By Judge', and 'By Name'. At the top right of the main content area is a search bar with the placeholder text 'Type Court/Judge name...' and a magnifying glass icon. Below the search bar is a 'Dashboard' section with a 'Scheduled Hearings' sub-section. A table lists the scheduled hearings with columns for 'Case #', 'Date', and 'Court'. One hearing is listed with case number '2022-CA-1234567', date '10/19/2022', and court 'Cir'.

Case #	Date	Court
2022-CA-1234567	10/19/2022	Cir

Once selected, the Attorney will be redirected to the Court's scheduling page.

## Cir Civil Div D-Judge Dugan

**Web Policy**

Test web policy

**Filters**

Motion:  Category:  Duration:

**Calendar**

< > October 2022 month week list

October 19, 2022	Wednesday
9:00am - 10:00am	• 5 Available (Civil)
October 20, 2022	Thursday
10:00am - 10:30am	• 3 Available

Attorneys can filter hearing by using the dropdowns menu. Once the attorney has located the hearing that will work for them, they can simply click on the timeslot.

Wed Oct 19, 9:00 am - 10:00 am ×

Create Event

**Case Number**

**Motion**  **Type**

**Role of Scheduling Attorney**

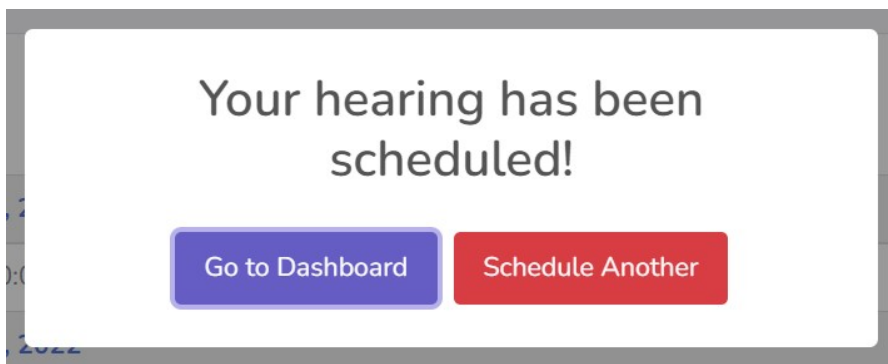
Plaintiff Attorney  Defendant Attorney

**Plaintiff Attorney** (Optional)  **Defendant Attorney** (Optional)

**Plaintiff** (Optional)  **Defendant** (Optional)

**Notes**

Once the attorney has finished filling out the required information and clicked save changes the hearing will be scheduled.



**Canceling/Rescheduling a Hearing**

Attorneys can only cancel or reschedule hearings that they set. From the dashboard clicking on the “eye” icon will show more information about the hearing.

Case #	Date	Court	Type	Motion	Plaintiff	Defendant	Action
2022-CA-1234567	10/19/2022	Cir Civil Div D-Judge Dugan	In Person	Abate	Kunle	Jessica	

In the bottom right-hand corner of the screen, you will get the re-schedule or cancel options.

## Hearing

**Information**

This hearing is scheduled for **10/19/2022** at **9:00 am** for **15 minutes**

<b>Case Number</b> 2022-CA-	<b>Motion</b> Abate	<b>Type</b> In Person
<b>Court</b> Cir Civil Div D-Judge Dugan	<b>Category</b> Civil	

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<b>Plaintiff</b> N/A	<b>Plaintiff Attorney</b> Attorney	<b>Defendant</b> N/A	<b>Defendant Attorney</b> N/A
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Re-Schedule
Cancel

If the hearing was schedule by another attorney or by a JA, it will list the information below where the buttons normally would be.

<b>Plaintiff</b> CRYSTAL LAKES WEST HOMEOWNERS ASSOCIATION	<b>Plaintiff Attorney</b> PEREZ,ALICIA	<b>Defendant</b> TERESA M. DAINKO	<b>Defendant Attorney</b> INFOCOM,TEST ATTY(DO NOT USE)
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This scheduled hearing can only be modified by Judicial Assistant: PEREZ,ALICIA

## Procedure for Submitting Proposed Orders in Seminole County

1. From e-Portal, main filing page, select "Proposed Orders" (see map, red circle)
2. Click the arrow, and select "Seminole" for the county (see map, blue circle)
3. 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).

4. Please see judges Policies and Procedures for cover page requirements. (Cover page format must be .pdf and there must only be 1 period in the file name)
5. **Do not use indentions, spaces, or tabs before or after the coding in the bottom or the order, use the align button instead, or the coding does not work. Do not use page breaks or column breaks in the bottom of the Order and do not put the CCCC and AAAA on the same line or the coding does not work.**
6. DJMCA FORMAT: DJMCA is how ICMS knows where to place signature and signature dates.
  - a. You must use the two codes as pairs (e.g., JJJJ & DDDD for Judge's signature)
  - b. The codes must be all capital letters.
  - c. You must add all 4 letters for each field.
  - d. These codes should only be used once per line. Two codes per line will not work.

**DJMCA Codes in pairs:**

- 1) DDDD = Judge Signature Date/ JJJJ = Judge Signature
- 2) MMMM = Mailing Date/ AAAA = Judicial Assistant Signature
- 3) RRRR = Reported and Recommended date /GGGG = GM or JHO signature
- 4) CCCC = Service List

**Note: Portal communications will come from email address [workflow@flicourts18.org](mailto:workflow@flicourts18.org) make sure this email is not being blocked by your email server.**

**Submitting an Appendix in Seminole County**  
**For “backup” documents**

1. Appendix must be a .pdf file
2. On the first page,

- a. Make sure the **Case Number** is prominently displayed.
  - b. Also make sure it reads: Appendix for [the name of the order it should follow]
3. Select "Order Appendix" (see image below) for the document type.

The screenshot shows the 'Add/Edit Document' interface. At the top, it displays 'Document #: New Document' and 'Filing Fee: \$0.00' with a 'Clear' button. Below this is a search bar with a warning message: 'WARNING: Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.' The main area contains a list of document types under three categories: 'Cover Letter', 'Judicial', and 'Judiciary'. The 'Judiciary' category is expanded, and the 'Order Appendices' option is circled in blue. Other options include 'Cover Letter', 'Risk Protection Order', and 'Proposed order'. At the bottom, there are radio buttons for 'Unopposed/Opposed', an 'Upload' button with a 'Browse...' link, and a 'Document Title' field with 'Save' and 'Cancel' buttons.

For Portal support use this link: <https://www.myflcourtaccess.com/Common/UIPages/Contactus.aspx>

**SAMPLE PROPOSED ORDER**

IN THE COUNTY COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT IN AND  
FOR SEMINOLE COUNTY, FLORIDA

Case: 2020-DR-005726 K

Name,  
Father/Petitioner,  
vs.

Name,  
Child/Respondent.

\_\_\_\_\_ /

**TEST TEST**

**THIS CAUSE** having come before the Court on February 18, 2016, on the Father's Petition for Paternity and Timesharing and the Court having taken testimony and having considered the pleading, affidavits, exhibits and otherwise being fully advised in the premises, finds as follows:

1. The Court has jurisdiction over the subject matter and the parties.
2. The parties have one child in common:

Name	Date of Birth
A.M.D.	June 5, 2013

And pursuant to their being no dispute, paternity of the above child is established with the natural father, John Doe.

3. This Court has continuing jurisdiction over the children pursuant to the applicable Florida Statutes and the Uniform Child Custody Jurisdiction and Enforcement Act.

4. Florida is the home state and the state of habitual residence of the children. Accordingly, Florida is the sole jurisdictional state to determine child custody, parental responsibility, time-sharing, rights of custody, and rights of access concerning the children under the Parental Kidnapping Prevention Act (PKPA), under the Child Abduction Remedies Act (ICARA), and under the Convention on the Civil Aspects of International Child Abduction enacted at The Hague on October 25, 1980.

5. This Court heard testimony regarding the parties' requests for timesharing in this matter and during the Court proceeding the parties were able to realize the framework of an agreement on timesharing and parental responsibility.

**DONE AND ORDERED** in Sanford, Seminole County, this **DDDD**.

**JJJ**

**CERTIFICATE OF SERVICE**

**I HEREBY CERTIFY** that copies have been furnished via e-service only **MMMM**. Moving party is responsible for service of all non-registered pro-se parties.

**CCCC**

**AAAA**

**SAMPLE PROPOSED ORDER**

**Do not highlight the coding (DDDD, JJJ, MMMM, CCCC, AAAA) in the order you submit.**



IN THE CIRCUIT COURT OF THE  
EIGHTEENTH JUDICIAL CIRCUIT, IN AND  
FOR AND FOR SEMINOLE COUNTY,  
FLORIDA

**ADMINISTRATIVE ORDER NO.:**  
**13-39-S**

**IN RE: COUNTY COURT - SMALL CLAIMS PRE-TRIAL CONFERENCES IN PIP CASES**

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**WHEREAS**, it has been officially made known to me that it is necessary to the dispatch of business of the Seminole County Court, Eighteenth Judicial Circuit, Florida, that the Court efficiently utilize the services of the Clerk of the Court, the services of the Court's volunteer mediation services, and that the Court refrain from issuing duplicate orders in each applicable individual court case;

**NOW, THEREFORE**, I, John M. Harris, pursuant to the authority vested in me as Chief Judge of the Eighteenth Judicial Circuit Court of Florida under Florida Rule of Judicial Administration 2.215, order the following in all PIP cases filed under the small claims jurisdiction of the Court, and to continue until further order:

1. That the Clerk of Court shall cancel the Small Claims Pre-trial Conference/Mediation when the following conditions have all been satisfied:
  - A. The Plaintiff is represented by counsel;
  - B. The Defendant insurer is represented by counsel;
  - C. The Defendant's attorney timely files and serves a document entitled, "Notice of Appearance/Cancellation of Small Claims Pre-trial Conference/Mediation" (hereinafter referred to as "Notice of Appearance");
  - D. The aforementioned Notice of Appearance shall be deemed timely filed when it is hand delivered or provided by facsimile for filing to the Clerk of the Seminole County Court, Small Claims Pre-trial Division (fax number 407-330-7193) and served by hand delivery or facsimile to the Plaintiff's counsel, no later than 4:00 p.m., two business days prior to the date of the Pre-trial Conference/Mediation.
2. All of the Florida Rules of Civil Procedure are hereby invoked.
3. Prior to requesting hearing time on discovery issues, counsel shall refer to the most current version of the County Court Rules and Procedures. Prior to requesting hearing time on a discovery issue, counsel shall conduct a good faith effort to resolve or narrow the discovery issues.
4. The provisions of this Order may be modified by the trial court.

DONE AND ORDERED this 25th day of September, 2013.

JOHN M. HARRIS  
JOHN M. HARRIS  
CHIEF JUDGE

DISTRIBUTION:

All Circuit and County Judges (Seminole County)  
Court Administration (Brevard and Seminole Counties)  
Clerk of Court (Seminole County)  
Office of the State Attorney (Seminole County)  
Office of the Public Defender (Seminole County)  
Sheriff of Seminole County  
Seminole County Bar Association  
Seminole County Law Library

**JUDGE GRUNOR'S VIRTUAL COURTROOM**  
**MICROSOFT TEAMS**

**Please note:**

Judge Sylvia Grunor's remote video hearings are held via Microsoft Teams. Seminole County Court does not utilize Zoom. The virtual courtroom is accessible via the link or QR code below, or by typing the link below into Microsoft Edge or Google Chrome web browser.

**JUDGE GRUNOR'S VIRTUAL COURTROOM ACCESS IS:**

<https://fl18.org/Grunor>



There is no need to contact the Judge's Judicial Assistant for either the link or permission to use the above link as all parties, and all witnesses are permitted to appear virtually for all Hearings (**except Evidentiary Hearings and Hearings over 30 min**), all non-Jury Trials (**unless there is evidence**), and all other Court Proceedings (**INJUNCTIONS, SIMPLIFIED DISSOLUTIONS, EVIDENTIARY HEARINGS, SHOW CAUSE HEARINGS, LACK OF PROSECUTION HEARINGS, HEARINGS OVER 30 MINUTES, SHORT MATTERS/EX PARTE HEARINGS, NON-JURY TRIALS WITH EVIDENCE AND JURY TRIALS**). Furthermore, there is no need to submit a Motion or proposed Order for permission to appear virtually, as long as it is not an excluded proceeding (see above exclusions in bold).

Virtual appearances for Court Ordered Pre-Trial Conferences (this does not include Tuesday SC PTC's or PIP PTC's; these are PTC's set in a Trial Order) are not permitted unless there has been prior written approval by the Court and both attorneys agree to virtual. A Motion and Order must be submitted via e-

file a minimum of ten business (10) days prior to the Court Ordered PTC. If the Judge grants your Motion, you must contact the Civil Case Manager (divisionscm@flcourts18.org) immediately, so the docket can be updated.

**Virtual is NOT allowed for INJUNCTIONS, SIMPLIFIED DISSOLUTIONS, EVIDENTIARY HEARINGS, SHOW CAUSE HEARINGS, LACK OF PROSECUTION HEARINGS, SHORT MATTERS/EX PARTE HEARINGS, HEARINGS OVER 30 MINUTES, NON-JURY TRIALS WITH EVIDENCE AND JURY TRIALS. Do not contact the JA and ask to appear for these proceedings virtually.**

**For emergency purposes only, if you cannot connect, the backup telephone line is +1 386-310-1754 United States, Daytona Beach (Toll) Conference ID: 834 057 048#  
Be advised your hearing may need to be continued if you call in.**

Please understand that multiple hearings may be set for the same time. You will be called to enter the virtual courtroom once the Judge is ready for your hearing.

### **PROCEDURES AND INSTRUCTIONS FOR VIDEO TEAMS HEARING**

#### **ONCE CONNECTED:**

Before the hearing, make sure that you are properly named. Unidentified parties may be removed from the meeting.

When you sign in, be sure the audio is muted and that your camera is facing you. The “mute” audio setting is usually found in the upper right corner of your video block.

Court may require participants to share their surroundings to ensure that these procedures are followed.

The Judge will not be recording Court proceedings. If you want to record a proceeding, you must hire, schedule, and have present either in the courtroom or on the Court’s virtual link a licensed Florida Court Reporter. Any unauthorized recordings of proceedings are strictly forbidden.

#### **ADMISSION TO HEARING:**

1. Due to technical issues or scheduling, your hearing may not start right on time. Nevertheless, you are expected to appear on time and wait until your case is called.
2. **NO CHILDREN OR WITNESSES** shall be present with the party in the room while the hearing is occurring. Parties shall appear from a separate room with a door, and not from an open space in the office or home.
3. The use of technology requires a rigid rule of speaking one at a time. If you fail to respond to the Court’s requests to stop speaking out of turn, you will be muted.
4. Courtroom decorum rules apply. All parties, witnesses, and attorneys shall be dressed appropriately, and each party who appears for hearing shall appear for court from a quiet and private environment.

#### **INTERPRETERS**

Because Domestic Relations and County Civil court are not considered “Due Process” Courts, interpreters are not provided. If a party or witness needs the assistance of an interpreter, then the litigant who needs the interpreter (or whose witness requires assistance) is responsible to provide the interpreter.

Rule of Judicial Administration 2.560(e) requires interpreters to be court certified unless there is “good cause.” The pandemic qualifies as good cause. If desired, a list of certified interpreters can be found here: <http://www.flcourts.org/resources-and-services/court-services/court-interpreting/find-an-interpreter.stml>

No minor child and no children (minor or adult) who are common to the parties shall be permitted to serve as an interpreter.

Please make sure that the chosen interpreter has an official form of identification (such as a driver’s license or state identification card) so that they may be sworn in by the Court at the time of the hearing. Ideally, interpreters and the individual being assisted should have headsets for interpreting to be simultaneous, otherwise there may be delays in the hearing.

### **WITNESSES**

1. In accord with the rule of sequestration, witnesses will not be permitted entry into the virtual hearing room until it is their turn to testify.
2. The start time of the hearing is not necessarily when witnesses will be called to testify. Witnesses need to anticipate being on standby for the duration of the hearing/trial.
3. Each party will be responsible for contacting their witnesses when it is time for them to log in to provide testimony. For shorter hearings, witnesses may remain in the “waiting room” to be admitted by the Court.
4. It is the responsibility of the party (or their attorney) to ensure that each of their witnesses have the necessary technology to participate in the remote hearing and an interpreter, if needed.

Witnesses SHALL NOT appear to testify from the same room as the attorney or self- represented party. Witnesses should participate in the videoconference hearing remotely from their own home or office, but at the minimum will be expected to be in a separate room with their own equipment.

### **Attorney Instructions for Uploading exhibits via Clerk’s Case Records System**

1. Open your internet browser and navigate to the Seminole Clerk’s Case Records Search System.  
<https://courtrecords.seminoleclerk.org/accounts/default.aspx>
2. Search for your case or see all your associated cases.

**Search Civil Cases Criteria** Tips, Disclaimer & Restrictions Feedback

Litigant's Last Name  First Name

Case Number

Filing Date From

**Case Type & Case Category Selections** Total Case Count **New (48 hours)**

County  Circuit  Domestic (Family)  Probate

Filter through your cases

- You will either see the case summary or a list of cases depending on your choice above. If you see a list of cases, click on the case number to open case record.

**Search Criminal Cases Criteria** Tips, Disclaimer & Restrictions

Last Name  First Name

DOB

Case Number  Show All My Cases

Clerk Filing Date From  Date To

**Case Type & Case Category Selections** Total Case Count **New (48 hours)**

CF-FELONY   MM-MISDEMEANOR   CT-CRIM. TRAFFIC

MO-MUNICIPAL   CO-COUNTY   IN-INFRACTION

Click on a case number to select it.  
Some information is blacked out for privacy.

Records Found 343 Export Print

CASE NUMBER	NAME	TYPE	DOB	FILE DATE	CHARGES (Top Three)	JUDGE	STATUS	DUE
2021-000000-A	[REDACTED]	MM	11/10/1974	03/15/2021	FRAUD - SWINDLE D...	[REDACTED]	C	
2021-000000-A	[REDACTED]	MM	12/06/1980	03/12/2021	BATTERY TOUCH OR ...	[REDACTED]	C	
2021-000000-A	[REDACTED]	MM	04/28/1986	02/22/2021	DOMESTIC VIOLENCE...	[REDACTED]	A	\$ 114.45
2021-000000-A	[REDACTED]	CT	05/24/1995	01/15/2021	DRIVING UNDER THE ... UNLAWFUL SPEED	[REDACTED]	C	

- Within a case record, if you are the attorney of record, you will see a Justice Scale icon (Blue Box Below) to the right of the case number. If you are the attorney of record, you will see a new

section below the Case Summary labeled **Upload to Judge (Red Box Below)**

Case Details - Summary

Case Number: [REDACTED] View Status: PUBLIC

Case Style: STATE OF FLORIDA

Case Type: [REDACTED] Case Status: CLOSED

Closed Date: 04/12/2021

UCN: [REDACTED] Division: [REDACTED]

Judge: [REDACTED] Clerk's File Date: 03/15/2021

Arrest Date: 03/14/2021 Speedy Trial Date: 06/14/2021 Waived? No

Agency: SEMINOLE COUNTY SHERIFF Agency Rpt Number: [REDACTED]

Case Bond Amount: \$ 0.00

Party Information

Charge Details

**Upload To Judge**

Dockets

Hearings

If you are the Attorney of Record, you will see the icon in Blue and have access to the tab indicated in Red

5. Open the Upload to Judge menu bar and select the Add Item button. You will see a pop-up box called Upload to Judge.
6. Enter the name/description of the document being uploaded.
7. Click on Choose File button.
8. A Windows File Explorer or MacOS Finder window will appear and allow you to select the document file for upload.
9. Click on Add button when ready to upload.
10. Repeat steps 5-9 to upload multiple documents

Upload To Judge

Attorney of Record (AOR) on cases may upload File Data (50 mb size limit) to be made available to the Judge. Data will not be stored in court records or made available to other attorneys. No indicator will be provided concerning the status of review by Judge.

Description: 100 Char max

Select File: Choose File | No file chosen

Add Cancel

View Status: PUBLIC

Case Status: CLOSED

Division: F

Clerk's File Date: 03/15/2021

Speedy Trial Date: 06/14/2021 Waived? No

Agency Rpt Number: 202100001468

Upload To Judge

Add Item

File Name	Description	File Size	Created
DockerQuickStart.docx	final demo	174 KB	01/13/2022 11:40 AM
fridgeCleanOut.docx	Word doc upload	5 MB	12/15/2021 10:41 AM
access-security-matrix-v9-november 2020.xlsx	spreadsheet upload	55 KB	12/15/2021 10:40 AM
ChangeOfAddress.pdf	PDF upload	150 KB	12/15/2021 10:39 AM

Dockets

Click the "Upload To Judge" tab and then select "Add Item" to start uploading your files. You can submit one at a time so you will need to click "Add Item" again if you need to upload multiple files.

Note: This process with support Microsoft Office Documents, Pictures and PDF's.