

LOCAL RULE 07 | SPECIAL SET HEARINGS FOR MORE THAN 30 MINUTES

1. You must first e-file the motion and then either mail or have delivered a courtesy copy along with a cover letter indicating the length of time sought for your hearing. (Temp. Procedure: The parties may email the cover letter with motions at: div04@17th.flcourts.org)
2. Additionally, please include **5 dates** in the month preceding that you and all parties are available. (**ex:** If you submit a request in September, provide 5 dates in October and November)
3. Once the Judge reviews your motion, the Judicial Assistant will contact you via email to advise you of the Judge's decision.
4. The party seeking and setting the hearing must notice the hearing. Copy of any written response should also be provided to the Court in advance.
5. You **must** obtain Court approval if you wish to **cancel** your hearing *less than 2 weeks* prior to the hearing, *unless* the parties have an agreed order resolving the matter.
 - a. Please contact our office when canceling a hearing. We are not on the e-service list, and will not get a notification unless you call, or email us.

