

LOCAL RULE 32 | NOTICE OF CANCELLATIONS FOR UMC AND SPECIAL SET HEARINGS

When you file a Notice of Cancellation, the judge wants the notice to state the reason for the cancellation.

It is the responsibility of the NOTICING PARTY'S TO TIMELY CANCEL A HEARING through the Online Scheduling System and TIMELY NOTIFY THE COURT of a cancellation.

Filing a Notice of Cancellation, without also cancelling the **Online Scheduling System, is insufficient**; if you do not cancel the hearing online, that time will not be available online for others to schedule their hearings. The Court is not notified by the Clerk of Court! If a hearing is cancelled, please send an email to div25@17th.flcourts.org, with the copy of the Notice of Cancellation.

DO NOT send hard copies of Motions to the Division, ALL paperwork needs to be uploaded electronically through CMS "Supporting Documents" - any questions please contact division 25.

REMEMBER to upload it at least 3 days before the hearing.

- Documents may be uploaded electronically through CMS.
- Please see: Supporting Documents Training Guide
- You may need to copy this link into a new window:
 - <https://www.youtube.com/watch>

Parties may schedule Special Set hearings for 15 minutes in duration utilizing the Online Scheduling system. Slots do open as hearings are cancelled so keep checking the calendar if you need an earlier date. **Do not attempt to set hearings longer than 15 minutes by trying to piggyback two or more 15 or 30-minute hearings. If the parties want to come IN PERSON both parties must agree. All we ask is that you tell us in advance ONLY if the hearing will be IN PERSON.**

Parties may schedule Special Set hearings for 30 minutes in duration utilizing the Online Scheduling system. Slots do open as hearings are cancelled so keep checking the calendar if you need an earlier date. **Do not attempt to set hearings longer than 30 minutes by trying to piggyback two or more 15 or 30-minute hearings.**

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Documents" - any questions please contact division 25. REMEMBER to upload it at least 3 days before the hearing.

Send an email to div25 requesting a hearing time and be sure to indicate how much time is needed when sending the email.

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