

SECTION 3 | SETTING CASE FOR NON-JURY TRIAL

- Once a Motion to Set for Trial or Notice of Trial is filed, the moving party shall submit a copy of the motion/notice and completed trial set memorandum by email to the judicial assistant and copy all other attorneys and pro se parties. The parties shall complete all information in the form, including the desired mediator. The trial set memorandum is posted on the judges' webpage at <https://www.jud4.org/Ex-Parte-Dates-Judge-s-Procedures/Duval-Judges.aspx>.

- Judicial Assistant will set a time certain hearing for a Motion to Set a Non-Jury Trial.

**** When a case settles please contact the Judicial Assistant ASAP to have the case removed from the trial docket/calendar.

