

SECTION 2 | MOTIONS, HEARINGS AND ORDERS

Scheduling is done via email. Submit hearing requests to LRCarpenter@coj.net. Please include the case style, case number, length of time requested and docket number. Hearings will only be set if the corresponding motion is on the docket. Hearing dates are not held nor are they secured until you have received a confirmation email. Courtesy copies of hearing notices are not required to be sent to our office.

Hearing location information is as follows, unless other noted:

Duval County Courthouse

501 West Adams Street, Hearing Room 705

Jacksonville, Florida 32202

- Video or telephonic appearances may be permitted for short, non-evidentiary hearings. Remote appearances are not permitted for pre-trial conferences; foreclosure proceedings; case management conferences; or hearings exceeding 30 minutes in duration, except upon motion, good cause shown and leave of Court.
- Additional motions may not be added to previously scheduled hearings without court approval.
- Proposed orders should be submitted via email to LRCarpenter@coj.net in Microsoft Word or PDF format. For cases where one or more of the parties is pro se, proposed orders must be submitted via U.S. mail with the appropriate number of copies and envelopes.
- Memoranda of law and supporting material should be submitted at least three days prior to the scheduled hearing.
- Requested hearing cancellations must be communicated to LRCarpenter@coj.net.
- Proposed orders submitted following a hearing should be accompanied by a cover letter verifying approval by opposing counsel.
- Consent orders submitted without a hearing should be accompanied by motion and cover letter certifying non-objection by opposing counsel.



- All motions do not require a hearing. The Court may issue rulings on a motion without a hearing, and without prior notice to counsel or parties.

