

SECTION 1 | EX-PARTE HOURS

Short, uncontested matters - including setting matters for trial - will be heard between 9:30 a.m. and 10:00 a.m. in Hearing Room 745 on designated Ex-Parte dates. These hearings are not scheduled with the Court and are heard on a first-come, first-serve basis. Any party wishing to appear telephonically for an Ex-Parte hearing may request to do so by filing a motion and emailing a proposed order to the Judicial Assistant. If leave is granted, parties may appear telephonically by calling (904) 255-1249. Any party appearing telephonically shall first confer with other out-of-county parties and prepare a conference call, if necessary, before calling the Court.

COVID-19 UPDATE: Ex Parte hours have been temporarily suspended. To set a matter that would generally be set during this time, please contact the Judicial Assistant by email to schedule. Setting matters for trial will be handled by email. Once a Motion to Set has been e-filed and docketed, please email a completed Trial Set Memorandum to the Judicial Assistant that includes your choice of trial week and mediator.

