

**JUDGE WADDELL A. WALLACE III**  
DIVISION CV-A  
NORMA PONDER, JUDICIAL ASSISTANT  
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Jacksonville, FL 32202  
**Hearing Room 743**  
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**EX PARTE matters and Setting cases for Trial**

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Currently there are no ex parte hearing dates.

For any ex parte matters counsel wish to have heard, counsel should provide the Court with a cover letter, the motion, supporting documentation and proposed order (in Word format) via the e-portal. The Court will review and act upon the paper record if appropriate. If a hearing is required, you will be notified of the need to set the matter for hearing and dates will be provided. Please see Civil Procedures for instructions on how to submit proposed orders through the e-portal.

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**Setting Cases for Trial**

Setting cases for trial will be done through e-mail. Once a Motion to Set for Trial or Notice of Trial is filed, a trial set memoranda is completed and counsel should agree on a trial week and agreed mediator. Available trial dates are posted on the judges' webpage at [jud4.org/ex-parte-procedures-and-dates](http://jud4.org/ex-parte-procedures-and-dates). The parties shall complete all information in the form, including the desired mediator and trial date, and submit it as an e-mail attachment to the judge's judicial assistant along with the Motion to Set Trial or Notice of Trial. Any disagreements on mediators or trial dates shall be included in the email along with each party's recommendation.

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**Just as an attorney's schedule might be unpredictable and change from day to day... a Judge's might also.**

**Please call the day before to confirm these dates.**

THANK YOU!!!! — Norma