

**JUDGE VIRGINIA B. NORTON DIVISION CV-D
501 WEST ADAMS STREET, ROOM 7038
Hearing Room 703
Jacksonville, FL 32202**

**Alexis Gainers, Judicial Assistant
Email: Againers@coj.net
Phone #: 904-255-1300**

**DATES & TIME can be obtained from the JA Alexis Gainers via
email: Againers@coj.net**

**Please be sure to add all parties to the email, as well as the
amount of time needed for the hearing.**

Please visit the Court Website (<http://www.jud4.org/Ex-ParteProcedures-and-Dates.aspx>) frequently to confirm that changes have not been made.

These procedures are not all inclusive. If you cannot find a topic that answers your questions, please email the J.A.

Foreclosure Matters (Division FC-D):

Motions, disposition matters and non-jury trials in Division FC-D foreclosure cases may be scheduled by e-mailing the Judicial Assistant Againers@coj.net. All parties should be included in the e-mail.

1. Please include the case number, amount of time needed, type of motion/hearing and information for Plaintiff's and Defendant's counsel: name and phone number.

2. The Judicial Assistant will respond via e-mail to all with available dates/times. PLEASE NOTE: HEARING DATES/TIMES PROVIDED ARE NOT HELD AND MAY BE GIVEN TO OTHERS. HEARING DATES/TIMES ARE NOT SECURED UNTIL CONFIRMATION IS SENT FROM THE COURT.

2. The requesting party is responsible for noticing the hearing. All hearings are held via zoom unless otherwise indicated.

3. An Order for Non-Jury Trial must be submitted to the Court after scheduling the non-jury trial. Sufficient copies of the order are to be provided along with addressed, stamped envelopes for unrepresented parties not receiving e-filings.