



JUDGE MICHAEL S. SHARRIT

FOURTH JUDICIAL CIRCUIT OF THE STATE OF FLORIDA

HEARING ROOM 705

DUVAL COUNTY COURTHOUSE

501 WEST ADAMS STREET

JACKSONVILLE, FLORIDA 32202

LISA CARPENTER, JUDICIAL ASSISTANT

LRCARPENTER@COJ.NET

(904)255-1249

CIVIL DIVISION CV-G PROCEDURES

Ex Parte – Scheduling Cases for Trial

Following consultation with opposing counsel, the moving party shall submit a copy of the motion to set case for trial and completed trial set memorandum by email to judicial assistant, Lisa Carpenter at LRCarpenter@coj.net. The trial set memorandum may be found on the Court's website. All cases shall be referred to mediation (exceptions by leave of Court only). Please include the requested trial period and mediator's full name and email address on the memorandum. Envelopes must be provided for any pro se litigant(s) by the moving party, unless an email address is provided for service.

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 LR Carpenter@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 LR Carpenter@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.

USE OF SPECIAL MAGISTRATES

The Court is aware that, for many reasons, there may be a significant delay in obtaining hearing times. The parties are encouraged to consider the use of a Special Magistrate pursuant to Florida Rule of Civil Procedure 1.490(b). If all parties agree, please submit a Joint Motion to Appoint Special Magistrate along with a proposed Order identifying the Special Magistrate and the issues to be referred.

CASE SETTLEMENT

If a case settles after it has been set for trial or hearing, Plaintiff's counsel shall immediately notify the Court by email addressed to LR Carpenter@coj.net.