

JUDGE JAMES A. RUTH  
COUNTY COURT DIVISION F  
DUVAL COUNTY COURTHOUSE  
501 WEST ADAMS STREET  
JACKSONVILLE, FLORIDA 32202  
COURTROOM 401  
HEARING ROOM 723

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## GENERAL SCHEDULING AND PROCEDURES FOR CIVIL/COUNTY COURT DIVISION "F"

### **SETTING CASES FOR HEARING:**

The Motion must appear on the docket prior to requesting hearing times. The party requesting the hearing must call the Judicial Assistant with the opposing counsel (scheduler) on the phone. **Both parties must be on the line to schedule the hearing.** Please have the case number, amount of time needed and attorney(s) names when calling.

The party requesting the hearing will be responsible for noticing the hearing. If the case settles, please notify the Judicial Assistant ASAP so the hearing can be removed from the Judge's calendar.

**Please Note:** Most, (not all) of the hearings are conducted by Zoom unless directed by the Judge for personal appearance. The Zoom ID number will be provided at the time of scheduling the hearing. All Claim of Exemptions and Order to Show Cause are **IN PERSON HEARINGS.**

If the matters settle, please notify the Judicial Assistant immediately via email (not just by filing notice of settlement/dismissal with the Clerk's Office).

**CANCELLATION OF HEARINGS:**

A Notice of Cancellation must be filed with the Clerk's Office and emailed to the Judicial Assistant.

**BE ADVISED, UNLESS ALL OF THE MATTERS AT ISSUE THAT WERE SCHEDULED FOR HEARING HAVE BEEN RESOLVED BY THE PARTIES, THE COURT DOES NOT PERMIT UNILATERAL CANCELLATION OF THE HEARING WITHOUT COURT APPROVAL.**

**MOTIONS AND PROPOSED ORDERS:**

Efforts must be made prior to filing, or upon receipt of a motion, to contact the opposing side to determine if the matter can be resolved in whole or in part.

**Notice of Substitution of Counsel or Motion to Withdraw as Counsel:** Absent written consent of the client, a hearing is required. See Fla. R. Gen. Prac. & Jud. Admin. 2505. Any written consent must be e-filed.

**Agreed Orders:** It is the responsibility of the parties to ensure the appropriate stipulation or other supporting documentation confirming said agreement are e-filed with the Clerk's Office prior to submitting an agreed order for the Court's consideration.

**WRITTEN SUBMISSIONS IN ADVANCE OF HEARINGS:**

The Court will consider a memorandum of law supporting or opposing a motion or matter to be heard. Any party who wishes the Court to consider a memorandum prior to the hearing shall submit it to the Judicial Assistant via U.S. Mail while copying the same to the opposing Counsel, or party if unrepresented, at least five (5) business days prior to the hearing.

**PROPOSED ORDERS WITHOUT A HEARING:**

Proposed orders without a hearing may be submitted with the accompanying Motion to the Court via U.S. Mail with enough copies and stamped address envelopes for all parties to the Judicial Assistant or via e-portal with copies to opposing party/parties. The Motion MUST state whether the

opposing party consents to the relief AND the language listed in the proposed Order. All consent Orders MUST state AGREED or CONSENT in the title caption of the proposed Order.

**EX-PARTE COMMUNICATIONS:**

Any communications with the Court generally require that it be in the form of a pleading, motion, notice, stipulation, or other document authorized by the rules of procedure and should be e-filed with the Clerk's Office.

Unsolicited letters, emails or communications of any type should NOT be sent to the Court. The Judicial Assistant is not permitted to relate to the Court the contents of a conversation which would be considered an improper ex-parte communication with the Court.

**Unrepresented or Pro Se parties:** any requests must be made by filing a motion (handwritten or typed) with the Clerk.