

Quick Guide to Setting Hearings

Judge Christi Underwood – Circuit Civil Div. 39

Hearing Room 1100.01 Courtroom 18 B

(407) 836-2229

Shenise Baker, JA Email: ctjasb1@ocnjcc.org

Copy opposing counsel when sending emails to JA. Notify us ASAP if cancelling hearing.

Hearing dates/times: The times set forth on the JACS on line scheduling are in 15 min. segments; you can combine more than one segment for longer hearings. Court approval is required to set hearing exceeding 1 hour. You may request a hearing longer than 1 hour via Ex Parte hearing or by letter.

To Schedule Time Certain Hearing: Attorney requesting must first docket the motion with the clerk, comply with the “Meet and Confer” and Cert. of Compliance requirements in Admin Order 2012-03; and then coordinate a hearing date with counsel. Next, attorney shall e-mail the JA with a proposed date, case number, party names and counsel names. The hearing will not be set until the JA provides confirmation. Note: You must deliver a copy of the hearing notice, the motion, and case law if applicable, to suite 1125 at least 5 business days before hearing.

To Schedule Ex Parte/Short Matters Hearings (10 min. max): These are Mon-Thurs at 8:30 am. During trial weeks, 8:30 to 9:00 am. If contested, you must comply with “Meet and Confer” and Cert. of Compliance requirements in Admin Order 2012-03. You need to choose a date, coordinate with counsel if applicable, and file the hearing notice. The Court does not allow telephonic hearings for Ex Parte/Short Matters. Please: Deliver a copy of the hearing notice, motion, and case law if applicable, to suite 1125 at least 3 business days before hearing. This allows the court to be prepared for the hearing.

Telephone Appearances: These are acceptable for some hearings. You must request by advance motion and an order. No telephone hearings for summary judgment, Ex Parte/Short Matters, foreclosures. The motion must include a proposed order, along with the name and number of person calling in. If more than one person is calling in, the call must be conferenced by the parties; at the hearing call 407-836-2229.

Foreclosures: If not complex foreclosure matters may be heard during Ex Parte (bring original note, mortgage to hearing). Limit of 4 timeshare foreclosures set at one time please.

There will be no court in 2018 on the following dates:

January 30 and 31, February 1