

Please note that Judges are barred by Judicial Ethics from speaking with individuals about specific cases outside of a formal hearing nor are they allowed to give general legal advice.

EX PARTE: Ex Parte is for uncontested matters and Motions to Set only. Any hearing over an hour requires a Motion to Set. Ex parte hours are 9:00 a.m. to 9:30 a.m. on the following dates: May: 7, 8, 10, 21, 22, 24; June: 4, 5, 7, 18, 19, 21 ; July: 2, 5, 16, 17, 19, 30, 31; August: 2, 14, 16, 27, 28, 30; September: 10, 11, 13, 24, 25, 27
October: 8, 9, 11, 22, 23, 25; November: 5, 6, 8, 19; December: 3, 4, 6, 17, 18.

SCHEDULING: Scheduling by an attorney is done by email. Submit a request to the JA at Bishopm@clayclerk.com and include the case style, case number, type of hearing, and how much time is requested.

TELE. HEARINGS: If you are appearing by telephone it is your responsibility to call on the date and time of the hearing to (904) 278-4730.

With the exception of Small claims pre-trials, Non-jury pre-trials and Trials any hearing 30 minutes or less that does not require testimony may be telephonic and does not require a Motion and Order as long as it is referenced in your notice of hearing. Any hearing that falls outside these criteria cannot be telephonic without leave of Court and you must file a Motion and Proposed Order for the Judges review.

Trials cannot be telephonic without leave of Court. You must file a Motion and Proposed Order for the Judge's review. Please note that as a general rule the Court will not allow both the attorney and their client to appear by telephone.

Small claims pre-trials and Non-jury pre-trials cannot be telephonic.

**PROP. WRITS,
ORDERS & FINAL**

JUDGMENTS: In light of paperless court, all proposed Writs, Orders, and Final Judgments should be sent in Word Format by e-mail to Bishopm@clayclerk.com after you have e-filed all supporting documents. Please do not follow-up with hard copies.

At this time we are still accepting paper documents from Pro Se litigants.

PLEASE NOTE THAT JUDGE MOBLEY HANDLES ALL AREAS OF COUNTY COURT AND ONE-HALF OF CRIMINAL JUVENILE.