

Instructions from Judge John H. Skinner, Division E

MOTIONS TO CANCEL FORECLOSURE SALE: Absent extraordinary circumstances, no motion to cancel foreclosure sale will be considered unless presented to the Court three (3) business days before the sale date.

EX-PARTE IS HELD FOR UNCONTESTED MATTERS ONLY: Ex-Parte is designed for uncontested matters and Motions to Set for Trial. All uncontested dissolutions MUST have a checklist fully completed before presenting your case to the Judge.

Motion to Set: The moving party must appear in person at a motion to set. A Trial Set Memorandum is to be completed by the party requesting the trial and they should provide addressed, stamped envelopes for each party, and stamped, unaddressed envelopes are to be provided for the mediator and time sharing evaluator or social investigator evaluator, if any. If email addresses are provided for the parties, envelopes are not necessary.

Telephonic Appearance: Motions for Summary Judgment and Final Pretrial Conference require personal appearance. Telephone appearance may be allowed for other hearings. File a motion to appear by phone, then email the motion with a proposed order in Word or Wordperfect format to the JA at juneaus@clayclerk.com . The call in number at the time of hearing is 904-269-6323

Motion Hearings: No motion will be added to a previously scheduled hearing without prior approval by the Court.

Proposed Orders: When submitting a proposed order on an ex parte basis, the motion must show on its face that all interested parties either consent or do not object. A consent motion will contain signatures of the parties. Otherwise, such motions must be set for hearing with proper notice. Any submittals not in compliance with this directive will be discarded. A Positive Divorce Resolution (PDR) Course is required to be completed by both parties in both Dissolution of Marriage and Paternity cases.

Temporary Needs: All Temporary Needs and Pre Judgment hearings must be scheduled with the General Magistrate.

Emergency Motions: Emergency Motions may be faxed or emailed to the Judicial Assistant for the Judge's review. The Judicial Assistant will contact the attorney for the moving party to notify them whether the Motion will be heard on an emergency basis or will be heard on the next available time of the regular court calendar. There will be no Ex-Parte communication concerning emergency motions.