

EX PARTE

General Ex Parte (8:30a.m. – 9:15 a.m.)

February 4, 11, 19, 25

March 11, 18

March 26 (8:30 – 9:00)

April 1, 15, 22, 29

Probate Ex Parte (8:30 a.m. – 9:15 a.m.)

February 20, 28

March 13, 27

April 3, 24

It is recommended to email the Judicial Assistant to confirm the upcoming date the week prior.

SCHEDULING

All scheduling is done by email. Submit a request to the JA to DurhamL@clayclerk.com and include the case style, case number, the matter to be set for hearing, and how much time is requested.

SUBMISSION OF PROPOSED ORDERS

Proposed orders should be submitted via e-mail in Word format. A detailed cover letter must be included.

EMERGENCY MOTIONS / PETITIONS

Emergency Motions may be emailed to the Judicial Assistant for the Judge's review. The Judicial Assistant will notify the moving party whether the Motion/Petition 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/petitions.**

TELEPHONIC APPEARANCES

Foreclosure hearings – phone appearances are not permitted.

Pretrial Conferences, Status Conferences, or Case Management Conferences - phone appearances are not permitted.

Motion to Set – the movant must appear in person for scheduling. All other counsel may appear telephonically *without filing a motion*. If there is more than one, you must conference yourselves together prior to calling in. In the event the movant cannot appear in person, he/she can see if opposing counsel would be willing to attend in person in his/her place.

Everything else - a Motion to Appear Telephonically is required. **The motion must be filed and delivered to Judge Whittington a minimum of 72 business hours in advance or it will be DENIED!**

The phone number to call at the time of hearing for persons appearing telephonically is (904) 278-3772.

CIVIL

To schedule a trial, file a motion to set and attend ex parte. A Trial Set Memo must be completed prior to scheduling with the Judge and brought to the hearing. A template may be found in the forms section of this page and will be the only version accepted.

Pretrial stipulations are required. A template may be found in the forms section of this page. It must be filled out completely prior to the Pretrial Conference.

FAMILY

Trial may not be scheduled unless the parties have already attended mediation.

To schedule a trial, file a motion to set and attend ex parte. A Trial Set Memo must be completed prior to scheduling with the Judge and brought to the hearing. A template may be found in the forms section of this page and will be the only version accepted.

Pretrial stipulations are required. A template may be found in the forms section of this page. It must be filled out completely prior to the Pretrial Conference.

All temporary needs motions will be referred to the General Magistrate for hearing.

MISCELLANEOUS

Any hearing over one (1) hour requires a Motion to Set be filed and called up at ex parte.

All submissions to the Court must be accompanied by a detailed cover letter, a copy of the petition/motion, and proposed order. Proposed orders may be sent via email to the Judicial Assistant.

JUDICIAL ASSISTANT

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