

Judge Sharrit Instructions

Ex Parte – Scheduling Cases for Trial

Following consultation with opposing counsel, the moving party shall submit a copy of the motion to set case for trial and completed trial set memorandum by email to judicial assistant, Lisa Carpenter at carpenterl@clayclerk.com. All cases shall be referred to mediation (exceptions by leave of Court only). Please include the mediator's full name and email address on the memorandum. Envelopes must be provided for any pro se litigant(s) by the moving party, unless an email address is provided for service.

Motions, Hearings and Orders

Scheduling is done via email. Submit hearing requests to carpenterl@clayclerk.com. Please include the case style, case number and length of time requested. Hearings will only be set if the corresponding motion is on the docket. Hearing dates are not held nor are they secured until you have received a confirmation email. Courtesy copies of hearing notices are not required to be sent to our office.

Hearing location information is as follows, unless otherwise noted:

The Honorable Michael S. Sharrit
Judge William A. Wilkes Judicial Complex
825 N. Orange Ave., Chambers #4-093
Green Cove Springs, FL 32043

- Video or telephonic appearances may be permitted for short, non-evidentiary hearings. Remote appearances are not permitted for civil pre-trial conferences; foreclosure proceedings; case management conferences; or hearings exceeding 30 minutes in duration, except upon motion, good cause shown and leave of Court.
- No hearing will be scheduled prior to the motion being filed. Additional motions may not be added to previously scheduled hearings without court approval.
- Requests for hearing time of one hour or more require Judges' approval.
- A hearing on a Motion to Compel Discovery, once scheduled, will not be cancelled.
- Proposed orders should be submitted via email to carpenterl@clayclerk.com in Microsoft Word, Word Perfect or PDF format. For cases where one or more of the parties is pro se, proposed orders must be submitted via U.S. mail with the appropriate number of copies and envelopes.
- Memoranda of law and supporting material should be submitted three business days prior to scheduled hearing.
- Hearing cancellation should be communicated to carpenterl@clayclerk.com.