

**POLICIES AND PROCEDURES FOR CIVIL
JUDGE DAVID DUGAN ~ DIVISION D**

**PLEASE READ OUR INSTRUCTIONS ON JACS
PRIOR TO SCHEDULING YOUR HEARING.**

Email the JA, monica.gabbard@flcourts18.org, for Ex Parte hearing time.

If you are requesting more than one hour for your hearing, you must email this office first to get the Court's permission for more time. If you are requesting more than four hours, the case must go to mediation first.

Following a hearing, you must efile your proposed order to Judge Dugan's queue through the Proposed Orders section of the eportal after sending to opposing counsel for objections, if any. Once efiled, email the JA and provide the case number/style, date of the hearing, the submission number of the proposed order, and state whether opposing side approves or objects to the order (and include them in the email to the JA). Your eportal order must include a cover letter in pdf and the order in Word format. Nothing should be attached to the order as an exhibit. All information must be in the body of the order, i.e. legal descriptions, etc.

Please read the detailed efilings instructions in the portal for Judge Dugan.

ALL ORDERS MUST CONTAIN THE FOLLOWING STATEMENT:

It is further ADJUDGED that within 5 days from the date of eservice of this Order/Judgment, the Petitioner shall:

1. Furnish a copy of this Order/Judgment to each self-represented party by U.S. Mail, first class, postage paid; and,
2. File a certificate signed by Petitioner's counsel that delivery of this Order/Judgment has been made as set forth herein.

You must email all motions requesting a time certain trial and/or motions for reconsideration or rehearing to this office **BEFORE** setting for a hearing.

The judge must review those motions prior to granting a hearing.

Telephone appearances are only permitted in uncontested/non-evidentiary matters and must be notated when scheduling on JACS. If more than one party wishes to appear by phone, you must be conferenced together prior to calling in on one line for the hearing.

NO TELEPHONE APPEARANCES AFTER 3:00 P.M. OR ON FRIDAYS.

All hrg/trial exhibits must be premarked with letter designations.

YOU MUST BRING A PROPOSED ORDER/JUDGMENT TO YOUR HEARING. THE CERTIFICATE OF SERVICE MUST CONTAIN THE EMAIL ADDRESSES OF ALL PARTIES.

ALL CASE LAW TO BE REVIEWED BY JUDGE DUGAN MUST BE EMAILED TO THE JA FIVE DAYS PRIOR TO HRG. HEARING NOTEBOOKS WILL NOT BE ACCEPTED.