

HOW TO SET A HEARING

Division 49 Circuit Civil – Flagler County

To schedule a hearing: You must complete the Benchmark Application

Log into Benchmark:

1. Go to Reports
2. Hit “available hearing times”
3. Enter a date range (best to go out at least 2 months)
4. Enter Judge Dennis Craig
5. **Change event type to: Hearing**
6. Coordinate the desired date and time
7. When coordinated, go to Calendar (be sure to enter Judge Craig at the top)
8. Click on the desired time Block and hit “schedule case” on the left. If scheduling 30 minutes, please schedule on the 2 consecutive time blocks.

TIME BLOCKS ARE IN 15 MINUTE INCREMENTS- ANY TIME NEEDED OVER A HOUR PLEASE CONTACT THE JA, THANK YOU.

If assistance is needed, please call (386)313-4510

EXPEDITED HEARINGS

Set by the Judicial Assistant only

Generally, the court will hold expedited hearings on SELECT Wednesday’s of each week at 8:30 a.m., even during trial weeks.

There are some general rules that apply to the expedited hearings:

1. The expedited calendar is reserved for matters that can be resolved in less than 5 – 10 minutes, no testimony or evidence allowed.
2. Hearings must be coordinated with opposing counsel (just as any other hearing). Counsel may participate by telephone at expedited hearings by making a Court Call appearance. **Pro Se individuals must file appropriate documentation to receive prior permission to appear via CourtCall.** The procedure for CourtCall appearances may be found on our web page under CourtCall Telephone Hearings. CourtCall **must** be set up at least three (3) days in advance of the scheduled hearing.
3. **Please refer to the Benchmark Calendar to view available dates to coordinate.**
4. **Expedited hearings can only be set by the JA**

Please contact the Judicial Assistant to schedule expedited hearings directly at (386) 313-4510. (Date and times are subject to change)