

## BENCHMARK INTERNET SCHEDULING

Like many of the judges in our circuit and throughout the state, we have decided to use an internet scheduling system called Benchmark. The following rules will apply when scheduling ANY HEARING in Division 49 (Civil division only):

1. Hearings scheduled before Judge Perkins, Division 49, will be held at the Flagler County Courthouse, 1769 E. Moody Blvd., Building 1, Bunnell, FL 32110. **PLEASE READ AND BECOME FAMILIAR WITH THESE RULES BEFORE SCHEDULING ON THE BENCHMARK SYSTEM.**
2. The parties are free to select the amount of time they deem appropriate for hearings. Hearing times are shown in 5 and 15 minute increments. If your hearing requires 30 minutes, 45 minutes or 60 minutes, you will need to block the appropriate number of 15 minute segments to reserve that time. Any scheduling over one hour will need to be made with the judicial assistant by email to – [sprice@circuit7.org](mailto:sprice@circuit7.org). It is critically important that the time reserved for the hearing be appropriate so that other hearings can start on time. Schedule hearings sequentially and avoid gaps between hearings. Please make sure that all required information is provided about the hearing, including the names of the parties, the names of the lawyers and the specific matter being heard.
3. The system will not allow you to reserve time for hearings on a Motion or Petition that has not yet been filed. File your motion first, then reserve the hearing time.
4. Scheduling on the Benchmark system is a three part process. First, find a date and time for the hearing that is **mutually** convenient for all counsel and parties, making sure that sufficient time is available to allow all interested parties and counsel to be fully heard on the matter. This rule applies to ALL hearings, including hearings in foreclosure matters.
5. Second, after selecting a mutually convenient date and time, reserve the time on the Benchmark system by filling in all requested information about the case. Make sure to properly identify the case number, names of the parties, names of counsel and the specific matter being heard. **The time and date have not been reserved until this part of the process is successfully completed.** If you haven't completed this step, your time will likely be reserved by others for other cases and your case will NOT be heard. You will know that you have successfully reserved the hearing time when it shows up on benchmark as a hearing under the event screen.
6. The third and final step is to prepare and serve a traditional Notice of Hearing on the Court and all parties and/or counsel. The Notice should be e-filed with the clerk on the same day that the hearing time is coordinated between the parties and/or counsel. The Court does not need a copy of the Motion being heard. Please e-file the Motion with the Clerk's eportal system.

7. Counsel may appear telephonically at any hearing, except evidentiary hearings, through Zoom. No motion is required. Instructions regarding Zoom appearances can be found on the Court's webpage under Zoom Information and is listed below. **Attorneys or parties may not attend matters by telephone using the Court's regular phone number.**

**Zoom hearings - Go to <https://flagler.zoom.us/j/3863134510> or go to <https://flagler.zoom.us/join> and enter Meeting ID: 386 313 4510 or to join from a dial-in phone line, dial 1-415-762-9988 and the meeting ID number is 386 313 4510.**

8. **Mortgage Foreclosure Hearings.** Please use a **5 minute hearing time** which is listed as "**Foreclosure Hearing**" for most hearings on foreclosure cases. If you need more time for your hearing, you may use a 15 minute hearing time.
9. When a hearing is scheduled, it is the scheduling attorney's responsibility to efile a notice of hearing with the clerk's eportal system.
10. Only the attorney who scheduled the hearing can cancel the hearing. Even though a Notice of Cancellation may be filed with the Clerk, it is necessary that the attorney cancelling the hearing do so by emailing the judicial assistant at [sprice@circuit7.org](mailto:sprice@circuit7.org). The hearing cannot be cancelled **by the attorney on benchmark**. Only the judicial assistant can cancel it.
11. Please keep in mind that it is the Court's obligation to try to use judicial time efficiently and effectively. The practice of scheduling hearings and then cancelling the hearing with insufficient time for the court to use that time for other matters is frowned upon and may result in the offending parties' loss of scheduling privileges or the ability to appear at the hearings by phone.

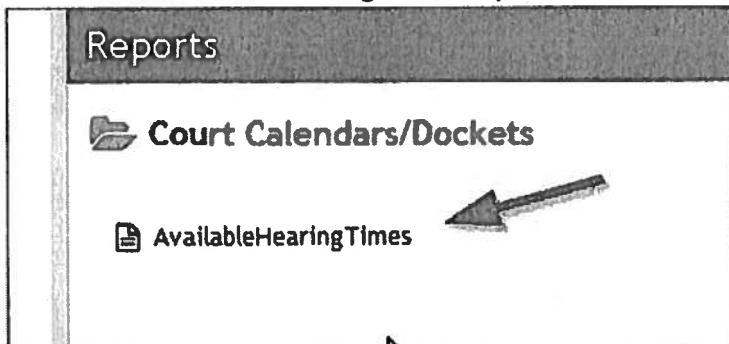
# HOW TO USE THE BENCHMARK CALENDAR SYSTEM

***Please review the judge's scheduling rules before reserving time!***

1. Go to this website. You can use Chrome, Firefox, Safari or Internet Explorer 11 (no Compatibility Mode) to login to Benchmark. Type in your username and password on the top left of the page and hit the Login button. *https://apps.flaglerclerk.com/Benchmark/*  
(If you do not have a username and password, go to please review the **Benchmark FAQ** page. You will find links to each county's registration instructions).
2. To find available hearing time, select the Report menu:



3. Select the Available Hearing Times report.



4. In the Report Options window, choose a beginning and end date, the appropriate Judge, then click Submit.

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### Report Options ✕

Select the options and click submit

Begin Date:

End Date:

Division/Judge:  ▼

Event Type:  ▼

Flagler County - 7th Judicial Circuit

Printed: 11/19/2020

AVAILABLE HEARING TIMES

JUDGE: PERKINS, TERENCE

EVENT TYPE: HEARING

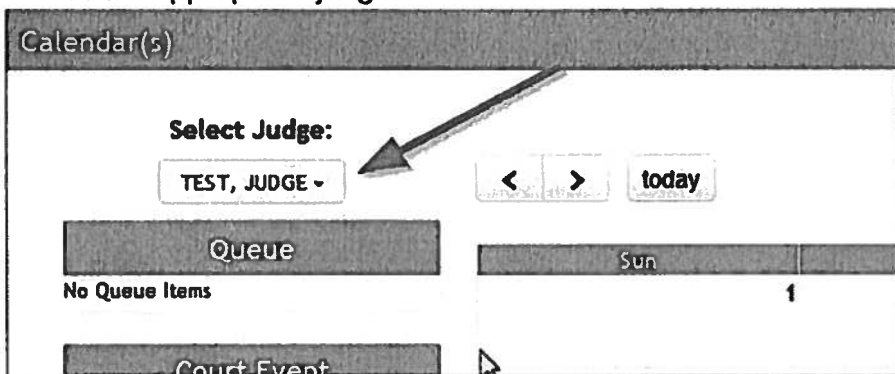
6.

Event Date	Event Time	Event Type	Direct Booking	Scheduled	Available
2/23/21	9:00 am	HEARING	Yes	0	1
2/23/21	9:15 am	HEARING	Yes	0	1
2/23/21	9:30 am	HEARING	Yes	0	1
2/23/21	9:45 am	HEARING	Yes	0	1
2/23/21	10:00 am	HEARING	Yes	0	1
2/23/21	10:15 am	HEARING	Yes	0	1
2/23/21	10:30 am	HEARING	Yes	0	1
2/23/21	10:45 am	HEARING	Yes	0	1
2/23/21	1:30 pm	HEARING	Yes	0	1
2/23/21	1:45 pm	HEARING	Yes	0	1
2/23/21	2:00 pm	HEARING	Yes	0	1
2/23/21	2:15 pm	HEARING	Yes	0	1
2/23/21	2:30 pm	HEARING	Yes	0	1
2/23/21	2:45 pm	HEARING	Yes	0	1
2/23/21	3:00 pm	HEARING	Yes	0	1
2/23/21	3:15 pm	HEARING	Yes	0	1
2/24/21	1:30 pm	HEARING	Yes	0	1
2/24/21	1:45 pm	HEARING	Yes	0	1
2/24/21	2:00 pm	HEARING	Yes	0	1
2/24/21	2:15 pm	HEARING	Yes	0	1
2/24/21	2:30 pm	HEARING	Yes	0	1
2/24/21	2:45 pm	HEARING	Yes	0	1
2/24/21	3:00 pm	HEARING	Yes	0	1
2/24/21	3:15 pm	HEARING	Yes	0	1
3/3/21	1:30 pm	HEARING	Yes	0	1
3/3/21	1:45 pm	HEARING	Yes	0	1
3/3/21	2:00 pm	HEARING	Yes	0	1
3/3/21	2:15 pm	HEARING	Yes	0	1
3/3/21	2:30 pm	HEARING	Yes	0	1
3/3/21	2:45 pm	HEARING	Yes	0	1
3/3/21	3:00 pm	HEARING	Yes	0	1
3/3/21	3:15 pm	HEARING	Yes	0	1
3/5/21	9:00 am	HEARING	Yes	0	1
3/5/21	9:15 am	HEARING	Yes	0	1
3/5/21	9:30 am	HEARING	Yes	0	1
3/5/21	9:45 am	HEARING	Yes	0	1
3/5/21	10:00 am	HEARING	Yes	0	1
3/5/21	10:15 am	HEARING	Yes	0	1
3/5/21	10:30 am	HEARING	Yes	0	1
3/5/21	10:45 am	HEARING	Yes	0	1

7. To schedule the selected hearing time, select **Calendar** from the Navigation Bar on the left.

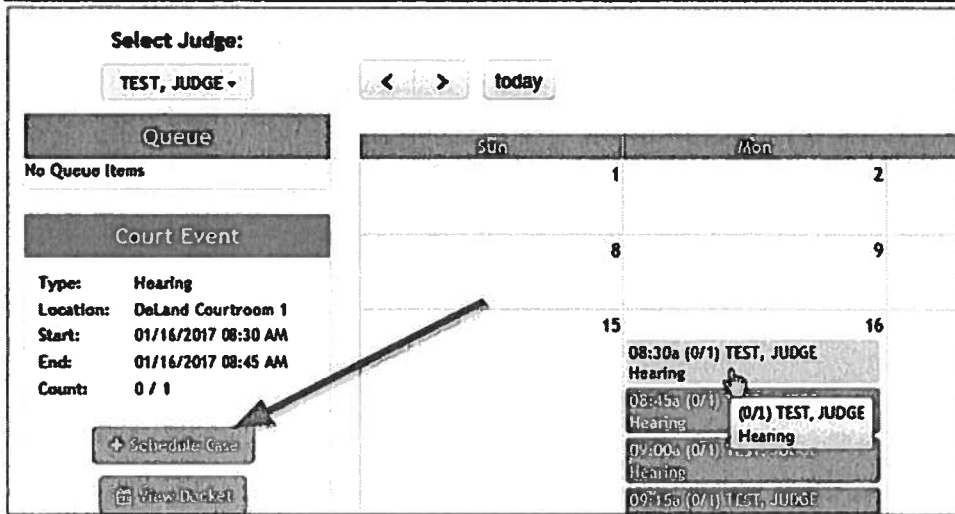


8. The **Calendar** will be displayed on the right of the screen. Click the **Select Judge** drop down menu and choose the appropriate judge.

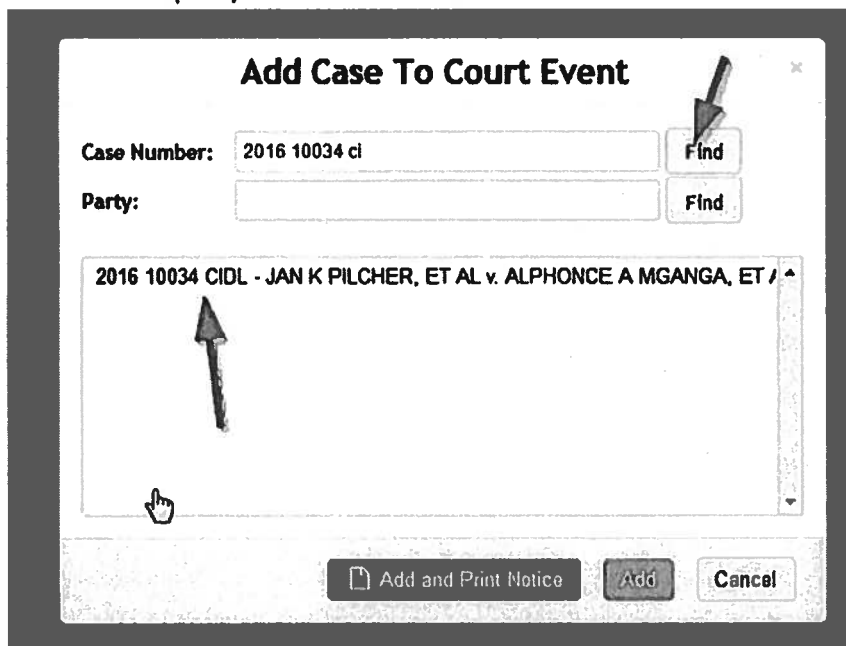


9. Go to the date found on the Available Hearing Time report that was agreeable to all parties.

10. When you have found an open block, click to select and the Court Event box will appear on the left. Click the **Schedule Case** button to schedule your hearing. If the **Schedule Case** button does not appear, ***it is not available for online scheduling and you must contact the judicial assistant.***



11. The **Add Case to Court Event** pop-up window appears. Search for your case either by entering a case number or a party name and hit the **Find** button.



12. Click the case to select. ***You are required to enter an Appearance Reason.*** You may also enter the time needed in the **Appearance Duration** field and any other information under **Event Notes**.

### Add Case To Court Event

Case Number:

Party:

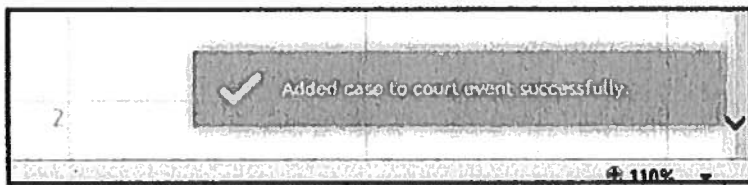
2016 10034 CIDL - JAN K PILCHER, ET AL v. ALPHONSE A MGANGA, ET

Event Note:

Appearance Reason:

Appearance Duration:

13. When complete, click the **Add** to add to the docket.  
**NOTE:** The **Add and Print Notice** option is not available to attorneys.
14. If more time is needed than provided in the block, the case will need to be scheduled for multiple blocks consecutively (two 15 minute blocks for 30 minutes, etc.) Schedule hearings sequentially with no gaps between hearings.
15. When a hearing is successfully scheduled, you will see a green prompt at the bottom of the screen.



16. To verify the hearing is scheduled, click the event again. The case will be listed under the **Court Event** section. The case will also appear on the **Court Docket** screen.



**Court Event**

**Type:** Hearing  
**Location:** DeLand Courtroom 1  
**Start:** 01/16/2017 09:30 AM  
**End:** 01/16/2017 08:45 AM  
**Count:** 1 / 1 (Full)

**Cases:** 2016 10034 CIDL  
 JAN K PILCHER, ET AL v. ALPHONCE A MGANGA, ET AL

Schedule Case  
 View Docket

**Cases for Court Docket**

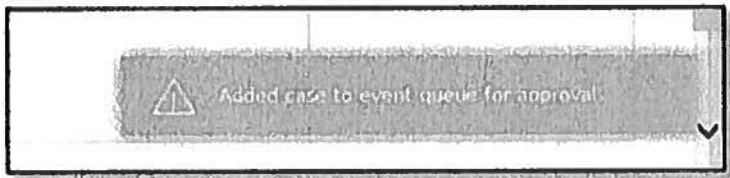
Showing 1 Cases  
 Description(s): Hearing  
 Time(s): 01/16/2017 (8:30 AM-8:45 AM)  
 Judge(s): TEST, JUDGE  
 Location(s): DeLand Courtroom 1

ATTY NAME PLAINIFF CASE# FILE DATE STATUTE COSTORY ATTORNEY LASTY TYPE APPEARANCE REP

ATTY NAME	PLAINIFF	CASE#	FILE DATE	STATUTE	COSTORY	ATTORNEY	LASTY	TYPE	APPEARANCE	REP
MGANGA, ALPHONCE A		2016 10034 CIDL						01/16/2017 08:30 AM	Hearing	

Attorney TEST, ATTY  
 Court Docket  
 Recent Dockets  
 Calendar

17. If you receive the yellow prompt, you have tried to schedule on a closed block. Your case will be rejected.



For more information, review the judge's web page and the Benchmark FAQ page.