

IN THE CIRCUIT COURT, FOURTH JUDICIAL CIRCUIT,
IN AND FOR CLAY COUNTY, FLORIDA

CASE NO.: 10- -DR-
DIVISION: F/I

Petitioner,
and

Respondent.

_____ /

NOTICE OF HEARING BEFORE GENERAL MAGISTRATE
(In-Person Hearing)

PLEASE TAKE NOTICE that a hearing is hereby set before General Magistrate,
_____, at the following time on the following matter(s):

PLEADINGS/MOTIONS:

_____ (Dkt. _____)
_____ (Dkt. _____)

DATE:

TIME:

AMOUNT OF TIME RESERVED: _____

LOCATION: General Magistrate's Chambers, Room 301 or 303, Judge William A. Wilkes
Judicial Complex, Clay County Courthouse, 825 North Orange Avenue, Green Cove Springs,
Florida 32043.

NOTICE REGARDING EVIDENCE FOR IN-PERSON HEARINGS

Proposed Exhibits for in-person hearings: The parties shall bring to court a total of three (3)
sets of exhibits labeled with letters (e.g., A, B, C...).

DO NOT FILE YOUR EVIDENCE WITH THE CLERK.

The parties may bate stamp or number pages to assist with the ease of referencing a specific page
or item during the final hearing.

All evidence shall be provided to each party and the Court in an organized manner. Any bank
account, credit card account, social security number, or other sensitive information as set out in
Florida Rule of Judicial General Practice and Administration 2.425 shall be redacted. In the case
of account numbers of any kind, the parties shall redact all but the last four digits of the account
number.

HEARINGS ON MOTIONS FOR CIVIL CONTEMPT/ENFORCEMENT

If the matter before the General Magistrate is a Motion for Civil Contempt/Enforcement, FAILURE TO APPEAR AT THE HEARING MAY RESULT IN THE COURT ISSUING A WRIT OF BODILY ATTACHMENT FOR YOUR ARREST. IF YOU ARE ARRESTED, YOU MAY BE HELD IN JAIL UP TO 48 HOURS BEFORE A HEARING IS HELD.

IF THIS IS A CONTEMPT HEARING:

YOUR ABILITY TO PAY IS A CRITICAL ISSUE IN A CONTEMPT PROCEEDING. YOU ARE STRONGLY URGED TO PREPARE AND FILE A FAMILY LAW FINANCIAL AFFIDAVIT PRIOR TO THE HEARING IN ORDER FOR THE COURT TO BE ABLE TO ELICIT RELEVANT FINANCIAL INFORMATION FROM YOU. YOU WILL BE PROVIDED AN OPPORTUNITY AT THE HEARING TO RESPOND TO STATEMENTS AND QUESTIONS ABOUT YOUR FINANCIAL STATUS.

TO BE HELD IN CONTEMPT, THE COURT MUST MAKE AN EXPRESS FINDING THAT YOU HAVE THE ABILITY TO PAY.

If you are represented by an attorney or plan to retain an attorney for this matter, you should notify the attorney of this hearing.

RELIEF FROM ORDERS ENTERED FOLLOWING A HEARING BEFORE THE GENERAL MAGISTRATE

Following the hearing before the Magistrate, the Magistrate shall submit a recommended order to the Circuit Judge which includes findings of fact and conclusions of law.

SHOULD YOU WISH TO SEEK REVIEW OF THE RECOMMENDED ORDER MADE BY THE GENERAL MAGISTRATE, YOU MUST FILE A MOTION TO VACATE IN ACCORDANCE WITH RULE 12.490(e) FLORIDA FAMILY LAW RULES OF PROCEDURE. YOU WILL BE REQUIRED TO PROVIDE THE COURT WITH A RECORD SUFFICIENT TO SUPPORT YOUR MOTION TO VACATE OR YOUR MOTION WILL BE DENIED. A RECORD ORDINARILY INCLUDES A WRITTEN TRANSCRIPT OF ALL RELEVANT PROCEEDINGS UNLESS WAIVED BY ORDER OF THE COURT PRIOR TO ANY HEARING ON THE MOTION TO VACATE. THE PERSON SEEKING REVIEW MUST HAVE THE TRANSCRIPT PREPARED FOR THE COURT'S REVIEW.

The party seeking review of the recommended order shall seek to schedule a hearing date at the same time that the motion to vacate is filed by emailing the Judicial Assistant of the Circuit Judge assigned to your case. E-mail addresses are located on the Clerk of Court's website. **FAILURE**

TO SEEK A HEARING DATE IN CONFORMITY HERewith MAY RESULT IN A DENIAL OF THE MOTION TO VACATE.

RECORDING OF THE HEARING

Electronic recording of the hearing is provided by the Court. Any party may also provide a court reporter at that party's expense.

ADDITIONAL INFORMATION

If this matter is resolved prior to the hearing, the moving party shall contact the General Magistrate's office to cancel this hearing.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true copy of the foregoing has been provided via U.S. Mail/Electronic Mail on the _____ day of _____ 20____, to:

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator at crtintrap@coj.net or (904)255-1695 at least seven (7) days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than seven (7) days; if you are hearing or voice impaired, call 711.