

OnceHub Instructions

Judge Daly – Civil (CA) and Family Law (DR) Cases

All motions must be filed with the Sumter Clerk of Court and conferred upon between the parties before seeking hearing time.

Please choose three dates and times for your hearing. When submitting a request for hearing time, you are indicating that you have conferred with opposing counsel on the issue and coordinated the dates and times with opposing counsel. Include in the Notes Section when booking your request that you have coordinated the selected dates and times. Once you submit your request for hearing time, it will be reviewed, and you will receive an email response concerning the request. Please note that hearing time cannot be reserved while you are coordinating the hearing with other parties. The times are on a "first come, first serve" basis. **YOU MUST FILE A NOTICE OF HEARING UPON RECEIVING THE BOOKING APPROVAL. DATES MUST BE COORDINATED WITH OPPOSING COUNSEL PRIOR TO SUBMITTING YOUR HEARING REQUEST.**

If you also file a Motion for a Zoom or telephonic hearing, if granted, you will receive a Zoom link or Zoom One-Tap Mobile, for telephonic appearances, that you are required to put in your notice of hearing. (For pro se litigants seeking hearing time on the application, a Notice of Hearing will be filed for you). If Zoom is not granted at time of booking, please see our website regarding Zoom and Telephonic Appearances.

Inquiries for hearing time anticipated by the parties to last more than one hour or for any other issues regarding scheduling hearings outside of OnceHub, contact needs to be made by email and/or 3 way telephone to Judicial Assistant Paula Barto pbarto@circuit5.org 352-569-6960 with opposing counsel or their office staff on the line or cc'd on the email. Indicate if opposing counsel agrees with the required length of time sought for your motion to be heard.

DO NOT "cross notice" any hearing without having express authorization from Judge Daly's Office.

For **EMERGENCY HEARINGS**, please send an email to Paula Barto at pbarto@circuit5.org and include the case style, case number and Emergency Hearing Request in the subject line.

Motion Practice Procedures are followed, so please make sure you are in compliance with those procedures prior to requesting a hearing.

Please allow 2 business days for a response to your request and please wait for your confirmation email before preparing your Notice of Hearing.