

# Procedures/Preferences

## AT A GLANCE SCHEDULING ON JAWS

<u>UMC's</u>	<u>Methods of Conducting Telephonic Hearings</u>	<u>15 &amp; 30 Minute Hearings</u>	<u>Requesting Hearing exceeding 30 Minutes</u>	<u>Cancelling Hearings within 24 Hours of Hearing</u>	<u>Cancelling Hearings prior to 24 Hours of Hearing</u>
Set on JAWS. Matters can only be scheduled if they can be heard within 10 minutes	Call Hearing Room Line at: (813) 272-5799	<u>Attorneys:</u> Set on JAWS <u>Pro-Se Litigants:</u> E-mail JA	Attorneys and Self-Represented Litigants: Must be approved by the court; E-mail request to JA	E-mail JA a copy of the Notice of Cancellation	Scheduling party can cancel on JAWS. If hearing was scheduled via E-mail, notice of cancellation must be e-mailed

## AT A GLANCE PREFERENCES

<u>Cancelling Trial and Pre-Trial</u>	<u>Emergency Motion</u>	<u>Providing Judge with documents for Hearings 30 Minutes or less</u>	<u>Providing Judge with documents for Hearings more than 30 Minutes</u>	<u>How to upload Orders to JAWS for Electronic Signature</u>
If case has settled, one of the parties must e-mail JA with documentation	After Motion is filed with clerk, email JA to notify	Documents 10 pages or less may be e-mailed, documents more than 10 pages must be received <b>at least two business days</b> prior to hearing via mail or hand delivery	Deliver hard copy <b>at least two business days</b> prior to hearing via mail or hand delivery	Submit AGREED Orders only, Upload in PDF format into Judges QUEUE in the "Proposed Order" section; Choose correct division letter