

Procedures/Preferences

Judge requires a hard copy of all documents (NOH, Motions and Case Law) a minimum of 72 hours before the hearing or the hearing may be removed from the docket without prior notice.

AT A GLANCE SCHEDULING ON JAWS

Until further notice, due to **COVID-19** and **Florida Supreme Court AOSC 20-23**, ALL hearings will be conducted by telephone through **WebEx**, unless otherwise approved by the court.

(Access **WebEx** by calling (813) 272-5801. At the prompt the **Access code** is 998 875 150.)

<u>UMC's</u>	<u>Methods of Conducting Telephonic Hearings</u>	<u>15 & 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	Due to COVID-19 , unless otherwise ordered, all hearings will be conducted by WebEx by calling (813) 272-5801 Access code 998 875 150	<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 the E-Portal 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 at least two business days prior to hearing via mail or hand delivery	Deliver hard copy at least two business days prior to hearing via mail or hand delivery	Submit AGREED Orders only, Upload in PDF format to <u>Documents for Judicial Review</u> , Verifying correct division letter

Schedule

DIVISION F RECENTLY OPENED UP HEARING TIME IN JANUARY 2021. GO TO JAWS TO SEE AVAILABLE HEARING TIMES.

Division F policy since March of 2020 and until further notice due to **COVID-19** and **Florida Supreme Court Administrative Orders** is as follows:

- No in person appearances for hearings are permitted, unless approved in advance by the court.
- ALL hearings will be conducted by telephone through **WebEx**. Access **WebEx** by calling (813) 272-5801 and at the prompt enter this **Access code**: 998 875 150 #. If you require an evidentiary hearing, please contact the Judicial Assistant for further instructions. (Judge Nielsen has suspended use of CourtCall until further notice.)

If you have an emergency matter, please follow the directions on the Procedures/Preferences section of the Division F webpage, which instructs the movant to file the emergency motion with the Clerk's office.

(See the Navigation pane to the left.)

*******IF YOU CANNOT FIND ENOUGH TIME on JAWS soon enough for your needs, please email the JA at circivdivf@fljud13.org, copying all sides and stating the case number, case name, matter to be heard and the amount of time needed.*******

AT A GLANCE SCHEDULING

UMC's	Telephonic Hearings	15 Minute Hearings	30 Minute Hearings	Discovery Docket	Setting Trials on JAWS
Yes	Allowed for all non-evidentiary hearings. WebEx shall be used.* Notice of hearing must indicate telephonic appearance.	Yes	Yes	Yes	Trial dockets listed below. Pre-trial must be set via JAWS before the Order Setting Trial and Pre-trial can be submitted.

for additional "At a Glance" preferences [Click Here](#)

To view a complete schedule please log into the Judicial Automated Workflow System or **JAWS**. [Please click on this link.](#)

General Civil, Division F – Residential mortgage foreclosure hearings requiring one to two hours should email the Judicial Assistant at circivdivf@fljud13.org, including case name or number and amount of time needed to complete the trial. If you are requesting a pre-trial date please state that at the time the initial request for time is requested.

Trial Week - 2021	No. Trial Week(s)	Pretrial Conference
January 11 + January 18, 2021	(2 weeks)	December 21, 2020 December 22, 2020
Feb. 15 + 22 + March 1, 2021	(3 weeks)	February 3, 2021 February 4, 2021
March 29, 2021	(1 week)	March 17, 2021 March 18, 2021
April 26 + May 3, 2021	(2 weeks)	April 14, 2021
May 24, 2021	(1 week)	May 12, 2021
June 21 + June 28, 2021	(2 weeks)	June 2, 2021