

## Procedures/Preferences

All hearings shall be held via videoconference until further order from the Court. The court will enter an order with all the information. If you need to cancel a hearing within 24 hrs. of the hearing or to advise that case has settled, email [divisiong@fjud13.org](mailto:divisiong@fjud13.org) . If you have an emergency, please file an emergency motion with the clerk's office.

The Court's Zoom link is <https://zoom.us/j/4812642204> and Zoom Meeting ID is 4812642204.

JUDGE ORDERS THAT FOR DIVISION G ALL ORDERS, WITH THE EXCEPTION OF FORECLOSURE FINAL JUDGMENTS, ARE TO BE SUBMITTED ELECTRONICALLY THROUGH JAWS IN PDF FORMAT.

DO NOT INCLUDE MOTIONS WITH THE ORDER.

ALL ORDERS REQUIRE A SEPARATE COVER LETTER FILED IN PROPER LETTER QUEUE. ANY ORDER THAT IS NOT AGREED UPON MAY BE REJECTED WITH INSTRUCTIONS TO SET A TELEPHONIC HEARING.

DO NOT SEND PAPER ORDERS AS THEY WILL NOT BE SIGNED AND WILL BE DISCARDED. THIS ORDER IS EFFECTIVE IMMEDIATELY.

### 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	Contact Judicial Assistant at (813)272-6995 to receive hearing line number	<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 <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 to <u>Documents for Judicial Review</u> , Verifying correct division letter

# Schedule

No 2021 trial dates offered at this time. Judge requests a CMC set to discuss all Trials.

## AT A GLANCE SCHEDULING ON JAWS

UMC's	Telephonic Hearings	15 & 30 Minute Hearings	Requesting Hearing exceeding 30 Min	Cancelling Hearings within 24 Hrs of Hrg.	Cancelling Hrg. prior to 24 Hrs. of Hrg.
Set on JAWS. Uncontested foreclosures allowed	Set on JAWS. Order not required	Set on JAWS. Hard copies of Motion & NOH <b>are NOT required</b> to be E-mailed to JA	Must be approved by Judge. Telephone and/or email request to JA	Call JA to notify. E-mail JA Notice of Cancellation	Scheduling party can cancel on JAWS. E-mail JA copy of Notice of Cancellation

## AT A GLANCE PREFERENCES

No Discovery Docket	Cancelling Trial and Pre-Trial	Notify Judge of an Emergency Motion	Providing Judge with Lengthy documents for Hrg.	Using JAWS for Electronic Signature	How to upload Orders to JAWS for Electronic Signature
Set on UMC Docket	See detailed instructions below	After Motion is filed w/clerk, call JA to notify	Deliver hard copy at least 3 days prior to hearing	Submit AGREED Orders only, use PDF format. See detailed instructions below	Upload into Judges QUEUE, not into List. Choose correct Division Letter