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## COURT FILES - UNIFORM MOTION CALENDAR AND UNCONTESTED HEARINGS

The Family Law Division of the Thirteenth Judicial Circuit is pleased to announce a change in our file handling practices.

Beginning June 1, 2007, the Clerk will be responsible for delivering files to court for Uncontested and Uniform Motion Calendar hearings. This change affects all family law divisions A through F. The Clerk will pull the file and make sure it is in the courtroom on the date and time of your scheduled hearing.

Instead of waiting in line for files, counsel must order files **two full working days in advance** through the Clerk's website (preferred):

[http://www.hillsclerk.com/PublicWeb/Internet\\_Order\\_Form\\_for\\_Family\\_Law\\_Files.aspx](http://www.hillsclerk.com/PublicWeb/Internet_Order_Form_for_Family_Law_Files.aspx)

or by fax at (813) 272-6792.

The request must contain:

Requesting attorney's name, phone number and bar number

Case number and parties' names

Hearing date and time

Judge's name and courtroom number

During the transitional period, it will still be possible to check out files for these hearings, but by **July 1, 2007, the Clerk's office will no longer release files over the counter to anyone.**

For questions, contact the Clerk's office at (813) 276-8100 Ext. – 4358

STEVEN SCOTT STEPHENS, Associate Administrative Judge  
Family Law Division of the Thirteenth Judicial Circuit  
[http://www.fljud13.org/divisions\\_family1.htm](http://www.fljud13.org/divisions_family1.htm)