

IN THE COUNTY COURT OF THE THIRTEENTH JUDICIAL CIRCUIT
IN AND FOR HILLSBOROUGH COUNTY, STATE OF FLORIDA

Plaintiff,

CASE NO.: ____-CC-_____
DIVISION: O

v.

Defendant.

_____ /

PRETRIAL ORDER & NOTICE OF TRIAL

Name
Counsel for Plaintiff
address
city, state, zip code
email

Name
Counsel for Defendant
address
city, state, zip code
email

You are hereby notified that this case will be called up for a **NON-JURY TRIAL**
before Judge Christopher E. Brown on:

DATE:
TIME:
TIME RESERVED:
LOCATION:

IMPORTANT INFORMATION IS INCLUDED WITH THIS NOTICE.

1. **Evidence:** At trial, all Parties should bring any and all evidence they want the Court to consider. This includes, but is not limited to, documents, photographs, and video recordings, if any. Be advised that any evidence stored on an electronic device such as a phone or computer will require that the device itself be moved into evidence. Any items moved into evidence will be taken by the Clerk and may not be returned without a Court Order.
2. **Disclosure of Evidence:** Prior to the commencement of the trial, all Parties shall disclose, and submit documents and exchange information with the opposing Party. Failure to
3. **Witnesses:** The parties must, within **14 days** of this order, provide the names and addresses of all witnesses they intend to call at trial, including experts, to all the other parties in this case. Failure to provide the names of witnesses may result in the Court preventing you from calling that witness at trial.

At the trial, all Parties should make sure that any and all witnesses they want to testify are present and before the Court.

4. **Motions:** Any motions, including motions in limine, must be filed at least ten (10) days prior to the scheduled Bench Trial. Any written response(s) to such motions must be filed at least five (5) days before the Bench Trial. Any motions not filed within these deadlines will be denied or deemed abandoned.
5. **Court Reporter and Appeals.** Your non-jury trial will not be recorded. If you want a record of the proceedings, a court reporter is necessary and must be hired at your own expense. Appeals to a higher court because you are not satisfied with the outcome of the trial are governed by special rules. One of these rules requires that the appellate court have a complete record of the trial to review for errors. If you do not have a court reporter at your trial, your chances for success on appeal will be limited.
6. **Compliance:** Failure to comply with the requirements of this Order shall subject parties to such sanctions as the Court may determine just and proper under the circumstances.

7. **Mediation:** By separate Order, the Parties are required to submit this case to mediation to occur before the scheduled Bench Trial.
8. **Continuances:** Motions to continue trial are disfavored and will rarely be granted and then only upon good cause shown. Lack of due diligence in preparing for trial is not grounds for a continuance. Any motion to continue should be filed as soon as possible before the scheduled Bench Trial.
9. **Settlement.** If all parties agree on settlement of all claims before trial, each party must notify the judge by email civdivo@fljud13.org so that the allotted trial time may be reassigned to someone else. Immediately thereafter, the parties must, in writing, notify the clerk of the settlement, and the court will then dismiss the case. The mailing address is Clerk of the County Court, Civil Division, 800 E. Twiggs St., Room 101, Tampa, FL 33602.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact ADA Coordinator, Hillsborough County Courthouse, 800 E. Twiggs St., Room 604, Tampa, FL 33602, (813) 272-7040, at least 7 days before your scheduled court appearance, or immediately upon receiving this notice if the time before the scheduled appearance is less than 7 days away; if you are hearing or voice impaired, call 711.

DONE AND ORDERED in Tampa, Hillsborough County, Florida this ____ day of _____, 2026

Christopher E. Brown
County Court Judge

CERTIFICATE OF SERVICE

I hereby certify that a copy of this Pretrial Order & Notice of Trial has been provided electronically via email and by U.S. Postal Service to the above listed parties on the date imprinted with the Judge's signature.

Paulina Skerrett

Paulina Skerrett
Judicial Assistant
813-272-0240
civdivo@fljud13.org