

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

Plaintiff(s),
v.
Defendant(s).
_____ /

CASE NO:
DIVISION: I

ORDER SETTING FINAL HEARING (NON-JURY TRIAL)

THIS CAUSE being at issue and the Court being otherwise fully advised in the premises, it is hereby **ORDERED and ADJUDGED** the following requirement are imposed on all parties:

1. This matter is set for **Final Hearing** on _____, at _____, in person, before the Honorable Christine D. Edwards, at the Hillsborough County Courthouse, 800 East Twiggs Street, Courtroom 305, Tampa, Florida 33602.
2. **Continuances.** The Court will apply a firm continuance policy allowing continuances only for good cause shown.
3. **Mediation Requirement.** The Parties must have attended a mediation that resulted in an impasse.
4. **Final Pretrial Conference.** Any Party *may* set a final pretrial conference by contacting the judicial office. Any request for final pretrial conference must be made **NO LATER THAN TEN (10) DAYS FROM THE DATE OF THIS ORDER** The Court is invoking Fla. R. Civ. P. 1.200(j) for the purpose of case management. Any pending, non-dispositive motions will be addressed at final pretrial conference. Parties shall be prepared to discuss disputed issues of fact and law, the number of witnesses expected to

testify, all exhibits and evidence; and an estimate of the time needed for Final Hearing at the final pretrial conference. Appearance is mandatory in person for all parties, even if represented by counsel. Counsel that intends to try the case must be present.

5. **No Jury.** The Parties agree that jury trial was waived, or no jury was demanded. *See* Fla. Sm. Cl. R. 7.090(e) or applicable rule. Failure to notify the Court otherwise **NO LATER THAN TEN (10) DAYS FROM THE DATE OF THIS ORDER** will be deemed a waiver of any objection.
6. **One Hour Duration.** Hearing is scheduled for one (1) hour. Any party may request more time by contacting the judicial office **NO LATER THAN TEN (10) DAYS FROM THE DATE OF THIS ORDER.**
7. **Exhibit List.**
 - a. An exhibit list is required for each exhibit a party wishes the Court to consider in support or defense of their claims.
 - b. Each exhibit must be clearly identified numerically or alphabetically.
 - c. Exhibit list and exhibits shall be filed electronically through the E-filing Portal or with the Clerk of Court to be made part of the court file in accordance with Fla. R. Gen. Prac. & Jud. Admin. 2.525 **NO LATER THAN FOURTEEN (14) DAYS PRIOR TO FINAL HEARING.**
 - d. A separate filing is required. Previously filed exhibits or evidence within the court file will not be considered unless specifically identified in the exhibit list and filed separately for the purpose of Final Hearing.
 - e. For each exhibit listed on the exhibit list (other than demonstrative exhibits), a party must provide paper copies for each party, the witness, the Clerk of Court, and the Court. Binders prepared in advance with exhibits sequentially tabbed are helpful and greatly assist in orderly and speedy disposition. Exhibit binders are accepted **NO LATER THAN THREE (3) BUSINESS DAYS PRIOR TO FINAL HEARING**, however, not required.

- f. Electronic evidence should be downloaded into paper form and filed with the Clerk of Court. The Court will not review smart phones, tablets, or electronic evidence not in the court file.
 - g. A sample exhibit list is attached to this Order.
8. **Damages.** Plaintiff must file an itemized statement of special damages expected to prove **NO LATER THAN FOURTEEN (14) DAYS PRIOR TO FINAL HEARING.**
9. **Legal Authority.** All legal authority or briefing the parties wish to file in support of their positions at Final Hearing must be filed **NO LATER THAN THREE (3) BUSINESS DAYS PRIOR TO FINAL HEARING.**
10. **Availability of Witnesses.** Parties are responsible for doing all things reasonable and necessary to ensure their witnesses are available for Final Hearing.
11. **YOUR COURT DAY:** It is the Court's expectation that on your court date, **ALL** evidence the Court needs to decide the issue is presented **ON THAT DAY.** All evidence to be considered must be made part of the court file in accordance with this Order. The Court may not allow continuance or supplementation of the record absent a Rule that permits such relief, and proceed to ruling based on the merits, even if:
 - a. The affidavits/exhibits filed in lieu of live testimony are insufficient or deficient.
 - b. The evidence relied upon is filed within the court file but not specifically identified in the exhibit list.
 - c. Electronic evidence is not downloaded into paper form and filed with the Clerk of Court.
 - d. Parties failed to provide the Court authority and case law prior to hearing.
 - e. Witnesses are unavailable.
12. **Settlement Notification.** Parties must immediately notify the judicial office by telephone or email of any settlement.

13. **Applicability of this Order to Self-Represented Parties.** All provisions of this order that require compliance by counsel are likewise applicable to any self-represented party.
14. **Court Reporters and Translators:** The Court does not provide audio recording; court reporting; nor, translators.
15. **ADA Coordinator:** If you are a person with a disability who needs any accommodations in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator, Hillsborough County Courthouse, 800 E. Twiggs St. Room 604, Tampa, FL, 33602, (813) 272-7040, at least seven (7) days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than seven (7) days; if you are hearing or voice impaired, call 711.
16. **Sanctions.** Failure to comply with this order will result in the imposition of sanctions including, but not limited to, delay of the Final Hearing date, costs, attorney fees, reprimand, and striking pleadings. ***The parties should carefully read this order and strictly comply with its deadlines and obligations.***
17. The requirements of this Order **CANNOT** be waived by stipulation of the Parties.

DONE AND ORDERED by the undersigned judge on the date imprinted below.

Honorable Christine D. Edwards
HILLSBOROUGH COUNTY JUDGE

Copies to: Counsel of Record via JAWS

PLAINTIFF(S) **DEFENDANT(S) EXHIBIT LIST**

CASE NUMBER:

DIVISION: I

PLAINTIFF'S NAME:

COUNSEL FOR PLAINTIFF(S):

DEFENDANT'S NAME:

COUNSEL FOR DEFENDANT(S):

TITLE OF HEARING:

DATE AND TIME:

Exhibit Number (ex. 1,2,3, etc)	Description of Exhibit	ID Only (for court use only)	Admitted (for court use only)	Denied (for court use only)
1	DESCRIPTION OF EXHIBIT			
2				
3				
4				
5				
6				
7				
8				

*ATTACH ADDITIONAL ROWS AS NEEDED