

DIVISION S PROCEDURES

****ALL PARTIES ARE REQUIRED TO APPEAR IN PERSON****

A party may appear on Zoom or telephonically **ONLY** upon filing an appropriate **TIMELY** motion with proper service upon all parties, show good cause and with the court's **PRIOR** approval.

MOTIONS

MOTION TO CONTINUE: Any Motion for Continuance SHALL state whether any prior motion for continuance has been filed and shall, as with any other motion, be in WRITING and be set and heard prior to the trial date.

MOTIONS TO APPEAR TELEPHONICALLY OR BY ZOOM: Motions to appear on Zoom or telephonically will be heard every Monday at 2pm. The motion must be filed first and once filed counsel has until the Thursday prior at noon to email the Judicial Assistant requesting that the motion be added to Monday's docket. Please consider this in making a **timely** motion and ensure **all** involved parties are notified.

If all involved parties wish to stipulate to a continuance please file the motion and signed stipulation. Upon request of either stipulating party, after review, the Court will consider allowing both stipulating parties to appear on Zoom. Note: please seek the Court's permission in a **timely** manner.

CASE LAW/STATUTORY AUTHORITY: All cases, statutes, rules or other citations of authority a party wishes the Court to consider SHALL be provided to the Court *at least two (2) business days prior* to the hearing on the motion. Cases and other citations will be cited in the motion. The Court will NOT consider cases provided for the first time at the hearing absent a showing of good cause.

***All written documents, printed texts, emails, or photos offered in support of a party's case MUST be filed with the Clerk of Court at least 24 hours prior of the scheduled hearing as a "Notice of Filing Exhibits".**

*Any audio/digital evidence (such as voicemail recordings or video recordings) must be emailed at least 24 hours prior to the scheduled hearing to the Court's Judicial Assistant at niulka.martinez@fljud13.org. Parties must provide the Case Number and Date of the Hearing in the subject line for each email; otherwise, the Court will not consider such proffered evidence at the hearing. The Court will not consider such evidence until the scheduled hearing. All emails with attachments will be shared with opposing counsel/opposing party at the hearing prior to consideration by the court and prior to submitting such recordings into evidence. (Written documents cannot be offered into evidence via e-mail.)

Please contact the office, **(813) 272-6160** if you have any additional questions.