Judicial Practices and Procedures

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A. Communications with the Judicial Office

- **Method of Communication:**

  All communications to the judicial office should be submitted by e-mail to cornelcm@fljud13.org.

- **Ex parte Communications:**

  All communications with the judicial office must comply with Canon 3 of the Code of Judicial Conduct, which prohibits a judge from initiating, permitting, or considering ex parte communications and from considering other communications outside the presence of the parties concerning a pending or impending proceeding, unless authorized by law. All parties must be copied on any e-mail directed to the judicial office, unless an ex parte communication is authorized by law.

- **Unsolicited Communications:**

  Parties may only contact the judicial office in accordance with these practices and procedures. Unsolicited communications from non-parties will not be considered by the court.

- **E-Filing Portal Contact Information:**

All attorneys and self-represented litigants must make and receive service by e-mail, which is generally through the Florida Courts E-Filing Portal, unless excused. *See* Fla. R. Gen. Prac. & Jud. Admin. 2.516. Filing a notice of an email address through the Portal does not input the email address into the JAWS for purposes of receiving electronically signed orders, judgments, JAWS notifications, or email correspondence from the Court. Parties must register their email address on JAWS for each individual case and for each individual attorney or party entitled to service.

- **Response to Inquiries:**

  Under Florida law and Florida rules of court, the chief judge is the chief judicial officer of the circuit, responsible for developing a plan for the efficient and proper administration of the trial courts. The chief judge does not possess any independent investigative powers and cannot participate in matters in a case assigned to another judge. Each judge is an independent constitutional officer of the state and the chief judge is not empowered to get involved with another judge's case.

  The judicial assistant strives to substantively respond to all inquiries within one business day. However, the judicial assistant is not authorized to provide legal advice. If the judicial assistant is unable to substantively respond within one business day, your message will be acknowledged as received with an indication of when to expect a substantive response and alternate contact for immediate assistance.

- **Other Communication Procedures:**

  Any e-mail sent to or from the judicial office may be a public record subject to disclosure.

B. Scheduling Procedures

- **Scheduling Hearings:**

  Hearings must be requested by contacting the judicial assistant at cornelcm@fljud13.org. The scheduling party should copy opposing counsel and any self-represented litigant on their request.

- **Notice of Hearing:**

  A notice of hearing must be filed and served immediately after reserving hearing time. A notice of hearing involving any remote appearance must list the judge's Zoom credentials.

All notices of hearing must contain the Americans with Disabilities Act (ADA) notification required by Florida Rule of General Practice and Judicial Administration 2.540.

C. Remote Appearance

- **Remote Appearance Procedure:** The court maintains a hybrid virtual courtroom, allowing parties to appear either in person or remotely, as provided by Florida Rule of General Practice and Judicial Administration 2.530. Requests to use communication technology for an appearance must be made by motion.

- **Platform Used:** The court uses Zoom for remote appearances.

- **Platform Meeting ID#:** Contact the judicial assistant at cornelcm@fljud13.org to obtain the platform meeting ID# and password.

D. Submission of Orders and Judgments

- **Format:**

  A proposed order should be submitted for the judge's review via the Florida E-Portal in PDF format. Every proposed order should be accompanied by a cover letter that indicates (1) the proposed order has been shown to the other side, (2) the other side has either agreed to the order, failed to respond after five days, or indicated that they object to the proposed order and will submit their own competing order.

  If the opposing party does not agree to the form of the proposed order and will submit a competing order, then the competing proposed orders should be uploaded via the Florida E-Portal in PDF format with a cover letter indicating the parties could not agree to the form of the proposed order and the parties shall simultaneous email the competing form of proposed order in word format to cornelcm@fljud13.org with a subject line which includes "Competing Order" and the case number.

- **Submission Method:**

  All proposed orders must be submitted to the court by the proposed order portion of the Florida Courts E-Filing Portal.

  Self-represented litigants excused from e-mail service may submit proposed orders to the court by U.S. mail or hand-delivered to the

judicial office.

E. Emergency and Other Urgent Matters

- **Requirements:**

  If a party believes there is a factual basis for setting an emergency hearing, a detailed motion setting forth the following must be filed: (1) the issues to be resolved, (2) reasons why an emergency hearing is necessary, and (3) the amount of time needed for each party's presentation.

- **Scheduling:**

  If the court determines that an emergency exists, a hearing will be scheduled unilaterally by the court. All parties shall make themselves available for the emergency hearing, barring exigent circumstances.

F. Other Division Procedures

- **ADA Accommodations:**

  Information on ADA accommodations can be found on the circuit's website at the following link:
  https://www.fljud13.org/BusinessOperations/CourtFacilities/ADAAccommodations.aspx

- **Interpreter Requests:**

  Information on interpreters' services can be found on the circuit's website at the following link:
  https://www.fljud13.org/CourtPrograms/CourtInterpreterCenter.aspx