

Judicial Practices and Procedures

(last modified September 1, 2026)

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Contact Information

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Zoom: Direct link- <https://zoom.us/j/724691620> Meeting ID- 724 691 620

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A. Communications with the Judicial Office

- **Method of Communication:** Please reach out to the Judicial Assistant by phone, (813) 272-5122. If following up with an email, please include the case number and style of the case. Please copy opposing counsel on any email to the judicial assistant pertaining to a case.
- **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:** Unsolicited communications from non-parties will not be considered by the court. Parties may only contact the judicial office in accordance with these practices and procedures.
- **E-Filing Portal Contact Information:** All attorneys and self-represented litigants must provide an e-mail address to receive signed orders electronically, unless excused. Fla. R. Gen. Prac. & Jud. Admin. 2.516. It is the responsibility of attorneys and self-represented litigants to update their contact information using Form 2.603 any time there is a change in the e-mail account registered for electronic service.
- **Response to Inquiries:** The Judicial Assistant cannot answer your legal questions and will not explain your situation to the Judge. Your opportunity to speak to the judge will only occur in court. No information regarding any case will be provided to anyone other than a party to the case, ONLY if they are not being represented by an attorney. If a party is represented by counsel, all requests or motions shall be filed and argued by counsel.
- The Judicial Assistant will return messages within 2 business days. If the Judicial Assistant is out of the office for an extended time, the voicemail will indicate where communications may be re-directed. Please note the Judicial Assistant may not give legal advice.

B. Scheduling Procedures

- **Court Schedule:** Generally, the Court handles Protective Injunction matters (Family Law Division G) on Mondays and Wednesdays and County Criminal Division F matters on Tuesdays and Thursdays. Cases in either division may be special set on Fridays.
- The Clerk of Court schedules arraignments for new criminal arrests. Cases are set for disposition or status hearing or trial in open court. A motion must be filed before it will be set for a court hearing.
- Injunctions for Protection are automatically set for hearing in compliance with Florida Statutes. After the initial hearing, the Court may set for further status or evidentiary hearing.
- **Scheduling Hearings:** To request a change to a hearing date a party may file a motion with the Clerk of Court. A courtesy copy shall be emailed to the Judicial Assistant upon filing with the Clerk of Court.
- **Notice of Hearing:** If a hearing date is coordinated through the Judicial Assistant, a notice of hearing must be filed with the Clerk of Court and

served on the opposing party with a courtesy copy to the Court within 24 hours of reserving the hearing time. A notice of hearing involving any remote appearance must list the judicial Zoom credentials. All notices of hearing must contain the ADA notification required by Florida Rule of General Practice and Judicial Administration 2.540.”

- **Submission Deadlines:** The Court must receive all materials for a hearing no later than two business days before the hearing.
- **Order of Proceedings:** The Court will determine the most efficient order to call cases at the beginning of each docket. Parties represented by attorneys will generally be heard first.
- **Continuance Procedure:** For Protective Injunction matters, if a party seeks a continuance, a motion may be filed in advance of the hearing. A continuance will only be granted upon good cause shown. The motion must be signed by the party requesting a continuance as required by Florida Rule of General Practice and Judicial Administration 2.545(e). For County Criminal matters, counsel may file a “Request New Court Date” form two times per case, not including the initial, written plea of not guilty.
- **Cancelling Hearings:** The party who set a hearing may cancel a hearing by notifying the Judicial Assistant in writing and serving opposing counsel and any self-represented litigant. Any hearing set by the Court may not be cancelled by either party.

C. Remote Appearance

- **Remote Appearance Procedure:** The Court conducts hearings in person and via Zoom when specifically authorized by the Court. No party shall appear via Zoom without first filing a motion and receiving express permission from the Court or Judicial Assistant.
- **Platform Used:** The court uses Zoom for remote appearances. The Court’s Zoom link is: <https://zoom.us/j/724691620>
- **The Zoom Meeting ID# is:** 724 691 620. If appearing by Zoom pursuant to the Court’s direction or approval, please wait patiently for the case to be called as the Court may be conducting in-person hearings immediately preceding the Zoom hearing or during the same docket.

- **Requirements:** Unless specifically authorized by the Court, all parties shall appear in person at the time and date indicated on the hearing notice.
- **Technology Needs:** If a party seeks permission for an out-of-town witness to appear via Zoom, such request must be made in writing at least five (5) business days prior to the scheduled hearing or as soon as practical to the party receiving notice of the hearing. The request must be sent to the Court with a follow-up call to the Judicial Assistant.
- For evidentiary hearings, parties shall be prepared to present evidence at the time of the hearing. Any electronic image or recording should be transferred to a flash drive to be offered into evidence at the time of the hearing.

D. Submission of Orders and Judgments

- **Format:** All proposed orders must be submitted in PDF format and submitted through the e-filing portal. In any case on which the Judge pronounced an order and directed counsel to file a proposed, written order, such proposed order must be submitted to opposing counsel within five (5) business days and filed for the Court's consideration within ten (10) business days. All proposed orders must be accompanied by a cover letter either (1) certifying that all parties agree to the order or (2) containing a statement identifying any disagreement of the parties as to the proposed order.
- **Submission Method:** All proposed orders must be filed through the e-filing portal unless otherwise directed by the Court during a proceeding.
- **Deadline for Submissions:** Proposed orders must be submitted within ten (10) days after any hearing.

E. Courtesy Copies of Case Law and Other Documents

- **When Required:** Courtesy copies of case law must be submitted to the court for any evidentiary proceeding.
- **Format:** Case law may be submitted in hard copy via U.S. mail, or via delivery to the courthouse, or may be sent electronically to the judicial assistant.

- **Deadline for Submissions:** Courtesy copies must be delivered to the court no later than two (2) business days before any evidentiary proceeding.

F. 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.

G. Exhibits for Evidentiary Proceedings

- **Submission Method:** To the extent practical, all records, photos, videos, or other electronic exhibits shall be prepared on a flash drive to be submitted to the Court at the time of the hearing. The exhibits should be included in electronic, numbered folders corresponding with the proposed number of the exhibit. The electronic evidence may be shared via the Court's computer and courtroom screen for consideration by all parties and the Court.
- **Format:** All attorneys and self-represented litigants must bring sufficient copies of each exhibit for the clerk, the court, and each party to review during the hearing or trial.
- **Deadline for Submissions:** If a matter is set for hearing by the Court, the Court may set deadlines for exchange of witness lists, exhibit lists and evidence.
- **The parties shall follow all applicable Florida [Rules of Civil Procedure](#), [Rules of General Practice and Judicial Administration](#), [Rules of Criminal Procedure](#) and [Family Law Rules of Procedure](#).**

H. Pretrial Procedures and Conferences

- **Case Management Conference:** Any party may request or the Court may set a Status/Disposition/Case Management Conference as

appropriate. The Court will ultimately decide whether to set such a Status/Disposition/Case Management Conference.

- **Scheduling:** Scheduling for a Status/Disposition/Case Management Conference, hearing or trial will be done by the Court on the record or by the Judicial Assistant.

I. Setting Case for Trial

- **Procedure:** Trials will be set as noticed by the Clerk of Court or Notice issued by the Judicial Assistant.
- Any party may request a Final Hearing in a Protective Injunction case or a Non-Jury Trial or Jury Trial in a criminal case either in writing and filed with the Clerk of Court or on the record during a court hearing.

J. Forms

- **Access:** There are no forms specific to Protective Injunction Division G or County Criminal Division F. Please contact the [Clerk of Court](#) or [Florida Supreme Court web site](#) for approved forms for various matters.

K. Other Division Procedures

- **ADA Accommodations:** If you need an ADA accommodation, please contact:
Administrative Office of the Courts
Attention: ADA Coordinator
800 E. Twiggs Street Tampa, FL 33602
Phone: 813-272-7040
Hearing Impaired: 1-800-955-8771
Voice impaired: 1-800-955-8770
e-mail: ADA@fljud13.org
- **Interpreter Requests:** If an interpreter is needed for a hearing or trial, please contact the Judicial Assistant by phone at (813) 272-5122, or via email, famlawdivg@fljud13.org (Protective Injunctions) or dvdivf@fljud13.org (County Criminal) to request the necessary interpreter. The Court will provide an official, authorized interpreter for criminal cases and protective injunction cases.