

# Judicial Practices and Procedures

(Last modified July 1, 2026)

**Updates will necessarily be made to the judicial practices and procedures on the Thirteenth Circuit’s website from time to time. It is the responsibility of every litigant (including self-represented individuals) to periodically check for updates. All litigants are expected to be familiar with the administrative orders of the Thirteenth Judicial Circuit: *County Civil Division, Fla. Admin. Order No. S-2025-014 (March 31, 2025)*, <https://www.fljud13.org/Resources/Administrative-Orders#civil>, and *Circuit Civil Division, Fla. Admin. Order No. S-2024-046 (June 1, 2024)*, <https://www.fljud13.org/Resources/Administrative-Orders#civil>, and follow the judicial practices and procedures.**

Marc Makhholm, County Judge  
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## Contact Information

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## A. Communications with the Judicial Office

- **Method of Communication:** Email is the preferred method of communication at [civdivp@fljud13.org](mailto:civdivp@fljud13.org). When contacting the judicial office, you must: copy opposing counsel/party; provide the case number; case style; and state the reason for the request in the subject line.
- **Ex parte Communications:** All communication must comply with

Canon 3 of the Code of Judicial Conduct, which prohibits a judge from initiating, permitting, or considering communications outside the presence of the parties concerning a pending or impending proceeding, unless authorized by law. *Ex parte communication received by this office will be rejected.*

- **Unsolicited Communications:** Parties may only contact the judicial office in accordance with these practices and procedure.
- **E-Filing Portal Contact Information:** All attorneys and self-represented litigants must provide an e-mail address to the clerk and the e-file system to receive signed orders electronically, unless excused. **Fla. R. Gen. Prac. & Jud. Admin. 2.516.** Self-represented parties may utilize **Form 2.602** to receive electronic communications. 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. *It is the responsibility of a self-represented party to either update their information to receive orders electronically or access the court file upon filing a motion/request that may have a short time frame to comply of granted (i.e., extensions of time; summary procedures- evictions)*
- **Response to Inquiries:** The judicial assistant is happy to assist with the court's cases and docket. However, the judicial assistant may not provide legal advice or discuss specific case details. Self-represented parties are held to the same standards as a party represented by counsel and must follow the same rules of law, procedure, and evidence that lawyers are required to follow.
- **Court Reporting and Translators:** The court does not provide audio recording; court reporting; nor translators. It is the responsibility of the party requiring the service to make appropriate arrangements prior to the hearing. See **Fla. Admin. Order No. S-2025-014, ¶ 22.**
- Si necesitas un interprete, tienes que proporcionar uno.

## **B. Scheduling Procedures**

- **Court Schedule:** New court dates and times are released every thirty (30) days on the first Monday of each month, unless it falls on a court holiday, then they will be released on the day after the holiday.
- **Scheduling Hearings:** Attorneys may access the court's calendar via online scheduling platform JAWS. *If there are no dates/times available, please check JAWS frequently for any cancellations.* Motions must be filed

with the Clerk of Court before setting the matter for a hearing in JAWS or requesting hearing time from the Judicial Assistant. All matters requiring 30 minutes or less must be scheduled through JAWS, unless time sensitive or special circumstances exist. *Any matters requiring more than 30 minutes of a hearing time must be scheduled with the Judge's Judicial Assistant by emailing [civdivp@fljud13.org](mailto:civdivp@fljud13.org) to obtain available hearing times.* After obtaining a hearing time either through JAWS or the Judicial Assistant, a courtesy copy of the Notice of Hearing, which must include the motion's document/index number (Doc #) and must be e-filed with the Clerk of Courts using the Florida Courts E-Filing portal <https://myflcourtaccess.com/> and shall be emailed to [civdivp@fljud13.org](mailto:civdivp@fljud13.org).

- **Self-represented parties are to request a hearing, in writing, and submit the request to the clerk of courts.**
  1. Uniform Motion Calendar (UMC): Hearings are not to exceed five (5) minutes in total or three (3) minutes per side. *Please do not set contested motions where both parties are represented, evidentiary hearings, summary judgments or anything that requires a binder of case law.*
  2. Daily 15 and Daily 30: Hearings are offered daily in 15 and 30 minutes. This is the total hearing time for all parties. Parties should agree upon the date and time prior to scheduling the hearing.
  3. Case Management Conference (CMC): CMCs may be set on a Daily 15 or a Daily 30 minutes time slot through JAWS, if parties agree.
  4. Pretrial Conference (excluding Small Claims): Pretrial Conferences are set by the court and require an order. **See Section I, Setting Case for Trial.**
  5. Hearings that require more than 30 minutes: For hearing hearings that require more than 30 minutes, parties are to contact the Judicial Assistant for hearing times
- **Notice of Hearing**: All Notice of Hearing must contain the motion's document/index number (Doc #) or the hearing shall be cancelled. The Notice of Hearing must be e-filed no later than 24 hours from the time of scheduling the hearing, otherwise the hearing will be stricken by the court and the time slot will be given to another party requesting a hearing. **If the Notice of Hearing is amended, a courtesy copy of the Amended Notice of Hearing must immediately be emailed to the Judicial Assistant.**

- **Submission Deadlines:** The court must receive all materials for the hearing no later than five (5) business days prior to the hearing or they may not be considered by the court.
- **Continuance Procedure:** Continuances are disfavored and will be granted only upon good cause shown. The motion must be signed by the party requesting the continuance, as required by **Florida Rule of General Practice and Judicial Administration 2.545(e)**.
- **Cancelling Hearings:**
  1. Hearing may be cancelled, by the scheduling party, by filing a notice of cancellation and cancel/remove the hearing from JAWS; providing a courtesy copy of the notice of cancellation to all parties; and email a courtesy copy to the judicial assistant at [civdivp@fljud13.org](mailto:civdivp@fljud13.org).
  2. Cancelling within 24 hours of hearing: made without good cause may result in the Court ruling on the pending motion without a hearing
  3. Small Claims Pretrial Conference and Pretrial Conference: **Cannot be cancelled by any party**
- **Unilateral Scheduling:** Hearings may be unilaterally noticed only due to lack of cooperation, and with a minimum of thirty (30) day notice. A notice of hearing set unilaterally, due to a lack of cooperation, must be accompanied by a cover letter describing, in detail, the efforts made to reach an agreement on the hearing date. **At least three (3) attempts must be made to coordinate a hearing date.** A single email, letter, or ultimatum is insufficient. Unilaterally set a hearing that does not describe efforts to agree on a hearing date may be cancelled by the Court without notice.
- **Mediation Requirements:** Mediation is required prior to a hearing on a Motion for Summary Judgement/Disposition; Final Hearing; or Pretrial Conference for Non-Jury and Jury Trial, unless excused by the court. **Per Administrative Order S-2025-014, paragraph 11**, all PIP and Windshield cases must mediate prior to trial.

## C. Remote Appearance

- **Remote hearings are discouraged.**
- **Remote Appearance Procedure:** Any special request to appear by Zoom

at a hearing by any party or attorney must be submitted to the Court through a written motion e-filed with the Clerk of Court using the Florida Courts E-Filing portal along with a proposed order. The motion shall provide good cause why such exception is necessary. Judge Makhholm does not conduct hybrid hearings. All parties must appear in the same manner, either in person or remotely; therefore, all parties must agree on the manner.

- **Platform Used:** The court utilizes Zoom for remote appearances. Zoom may be downloaded free of charge for IOS and Android devices, and it may also be accessed via desktop computer.

- **Platform Meeting ID#:**

- 785-084-5875; No Password Required
- <https://fljud13-org.zoom.us/j/7850845875>

- **Requirements:**

1. The following hearings may be conducted via Zoom without permission from the court as long as all parties agree:

- a. UMC; Five (5) Minute Hearings
- b. Daily 15 (Hearings that do not require more than 15 minutes for the hearing
- c. Non-evidentiary hearings
- d. Case Management Conferences

2. The following hearings require parties to appear in person no exceptions:

- a. Pretrial Conferences
- b. Contested Attorney Fee Hearings
- c. Dismissal Docket
- d. Final Hearings
- e. Trial (Non-jury and Jury)
- f. Any hearing exceeding 30 minutes
- g. If requested by the Court

- **Technology Needs/Prohibitions:**

- a) Video and audio capability are required to be “on”. *Camera access is required, or appearance must be in person.*
- b) Sign in with first and last name.

- c) Immediately mute your microphone upon leaving the waiting room and entering the proceeding. Keep your microphone muted until your case is called.
- d) Parties shall be dressed appropriately, in a quiet setting, minimize external distractions, and avoid moving around. **Appearance shall be the same as if in a physical courtroom.**
- e) The court does not permit screen sharing.

*Appearing via Zoom is a privilege that may be lost. The court may require Parties attend in person for any reason. A court hearing held on Zoom, like a court hearing held in person, is an official court event subject to consequences for a failure to appear at the hearing. If you fail to appear at your properly noticed hearing on Zoom or fail to adhere to the court's practices and procedures herein, the consequences, may include, but are not limited to, cancellation of your hearing; conduct and resolution of the hearing without your participation; striking the motion if you are the moving party; dismissal of your case if you are a plaintiff; entry of a judgment against you if you are a defendant; and/or, requiring your appearance in person for future proceedings.*

#### **D. Submission of Orders and Judgments**

- **Format:**
  - a. All proposed orders must be submitted in PDF format
  - b. Contain the date of the hearing.
  - c. Identify the motion by **the document/index number (Doc #)**
  - d. Accompanied by the cover letter certifying that all parties agree to form and content of the order.
  - e. If the Parties disagree as to the form of a proposed order, a competing order may be submitted as detailed below.
- **Submission Method:** All proposed orders must be submitted using the Florida E-Filing Portal. Orders uploaded using the case filing tab in the E-Filing Portal will not be forwarded to the judge's queue for consideration, they must be submitted as a proposed order, specifically select "Submit Proposed Order(s) to Judiciary (Court)" tab to be re-directed to the judge's queue. *Self-represented parties may submit proposed orders to the Clerk of Court.*
- **Deadline for Submissions:** Proposed orders must be submitted to the Court within ten (10) days of the hearing and/or ruling. The party charged with submitting the order must consult with all parties prior to submission of the proposed order to the Court. Parties must make a

genuine, good faith effort to agree on the language of the proposed order.

- **Competing Orders:** If, following a hearing, the parties are unable to agree about the form of an order, they must order any available transcript and file a motion for clarification by the Court, with said transcript attached.
- **Unsolicited Orders:** (direct submissions to judge's queue without hearing): Proposed orders submitted without a hearing must be permitted by Rule or herein and must have an accompanying motion. Unsolicited orders will be rejected.
- **Ruling Reserved:** If the court reserved ruling, the court intends to publish ruling within thirty (30) days, but no later than sixty (60) days of hearing.

## **E. Courtesy Copies of Case Law and Other Documents**

- **When Required:**
  - a. Memorandums of law are preferred and strongly recommended, including memorandum in oppositions to motions. Any memorandum or authority filed less than five (5) business days before the hearing may not be considered or may require the hearing to be rescheduled.
  - b. If authority is submitted, it should be highlighted consistent with the memorandum of law.
  - c. Notice of Filings that simply include various cases, without a memorandum, may not be considered by the court.
- **Format:** Case law must be in PDF Format.
- **Submission Method:** Any legal authority parties would like to Court to consider prior to a hearing should arrive, in chambers, at least **five (5) business days before the scheduled** hearing via mail or hand delivered.

## **F. Emergency and Other Urgent Matters**

- **Requirements:** No party or attorney should file a motion as an

“emergency” without first studying *Smith v. Crider*, 932 So. 2d 393 (Fla. 2d DCA 2006.) If a party believes there is a factual basis for setting an emergency hearing, a detailed motion setting forth the issues to be resolved, and reasons why an emergency hearing is necessary.

- **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. Attorneys shall file the motion, provide a courtesy copy to Judicial chambers via email, and copy all parties. *Self-represented parties shall file all Emergency Motions and documents with the Clerk of Courts and designate that the matter is an “Emergency.”* Self-represented litigants also must study *Smith v. Crider*, 932 So. 2d 393 (Fla. 2d DCA 2006) before filing an “Emergency” Motion.
- **Other Procedures Relating to Emergency and Other Urgent Matters:** An “emergency” motion, must include the correct contact information for the opposing party must include, if at all possible, email address and potentially phone numbers. This includes motions filed *ex parte*. If the movant does not have any contact information for the opposing party, please state that in the motion.

## G. Exhibits for Evidentiary Proceedings

### •**Format:**

1. Attach the exhibits in support of the motion
  2. Clearly identify numerically or alphabetically
  3. An [Exhibit List](#) is required for Final Hearing or Trial
- **Submission Method:** Exhibits shall be filed electronically through the Florida E-Filing Portal or with the Clerk of Court to be made part of the court file in accordance with [Florida Rule of General Practice and Judicial Administration 2.525](#).
  - **Deadline for Submissions:** Deadlines for submissions are established in Order Setting Pretrial and Trial and Order Setting Final Hearing. *Exhibit List(s) not received by the deadline may not be considered by the court. Exhibit binders prepared in advance with exhibits sequentially tabbed are helpful and greatly assist in the orderly and speedy disposition of matters. All exhibit binders must be received in the judicial office five (5) business*

days prior to the evidentiary proceeding.

## H. Pretrial Conference Procedures

- **Motions:** a single document shall not exceed twenty-five (25) pages exclusive of all attachments
- 1. Conferral: Represented parties must comply with Florida Rule of Civil Procedure 1.202 prior to filing a motion unless exempt. *Failure to comply with the requirements of this rule may result in an appropriate sanction, including denial of a motion.*
- 2. Contents of Motions: A motion must include a concise statement of the precise relief requested; a statement of the legal basis for the request; and authority (rule or statute) that allows for the relief requested. Additionally, the Motion must reference the (Doc #) in which it is addressing. *Pleadings filed without appropriate legal authority may be stricken or denied as facially insufficient.*
- 3. Artificial Intelligence (AI): Rule 2.515(d)(2) requires the signer of a filing to represent that the legal authorities identified in the that filing “exist and accurately cited.” This requirement applies both to filings prepared by attorneys and to filings prepared by unrepresented parties. The court may “impose sanctions for any filings inconsistent with this representation after providing the signer notice and an opportunity to be heard. Such sanctions may include reprimand, contempt, striking of the document, dismissal of proceedings, costs, attorneys’ fees, or other sanctions.
- 4. Agreed Motions: If Parties agree to the relief sought in a motion, the title must include “agree” “unopposed” if stipulated as appropriate. If the Parties agree, a proposed order may be submitted in lieu of a hearing.
- 5. Abandoned Motions: The court has an expectation that motions are filed with the intentions of being resolved either by agreement or court intervention. *The court may deem any motion pending more than sixty (60) days without a notice of hearing as abandoned and deny it without further notice.*
- 6. Ex-Parte Motions to Compel: see Fla. Admin. Order No. S-2025-014, ¶ 16 and Fla. R. Civ. P. 1.980(a)(2).
- 7. Motions/Orders for Disbursement of Registry Funds: see Fla. Admin. Order No. S-2025-014, ¶¶ 6-7.
- 8. Motion for Summary Judgement: Mediation is required prior to

scheduling the Motion for Summary Judgement, without prior leave of Court to proceed.

- **Submission Method:** Motions shall be filed electronically through the Florida E-Filing Portal with the Clerk of Court Electronically filing a document transmitted through the Portal does not automatically notify the judge's office that the document has been filed. It is the party's responsibility to set any motions for hearing within 60 days of filing or the motion may be deemed abandon.
- **Response in Opposition to Motion:** To give the court and opposing counsel/party adequate time to prepare, if a response is required or desired, the response should be filed at least five (5) business days prior to hearing.
- **Amending DCM Order/CMO:**
  - (a) Parties stipulate to new deadline:
    - **File agree motion** alleging good cause and **upload an agreed proposed Amended Differentiated Case Management (DCM) Order** to judge's queue.
    - **Hearing required** if the proposed Amended DCM Orders extends a particular deadline beyond ninety (90) days. Motions and/or proposed orders to generally.
    - *Parties may submit an agreed motion and proposed order in lieu of a hearing to extend or enlarge time pursuant to **Florida Rule of Civil Procedure 1.090**, if that extension does not affect a deadline in the DCMO or changing the date.*
  - (b) Motions to Amended Differentiated Case Management Order (DCMO):
    - **File motion** prior to the deadline; in accordance with **Florida Rule of Civil Procedure 1.200(e)(3)**; and, attached a proposed **Amended Differentiated Case Management Order (DCMO)**.
    - **Set Case Management Conference** within ten (10) days of filing the motion. Failure to Amended DCMO for the court to consider with the motion and/or failure to timely set for hearing may results in the motion being denied.
  - (c) Cases over two (2) years old require a Case Management Conference to extend/establish deadlines and would require mediation.

(d) Case Management Conference:

- The court treats status conferences as CMC. (Any party may schedule a CMC when a case requires a status or court intervention.
- CMC are scheduled through JAWS directly (if represented by counsel) on a UMC or Daily 15.
- Appearance is mandatory for attorney and self-represented parties.
- Zoom appearance is permitted as long as **both parties agree and does not require testimony or evidence**.

(e) Mediation Requirement:

- Waived if a default entered by the clerk.
- Prior to a hearing on a Motion for Summary Judgment; Final Hearing; or Pretrial Conference for Non-Jury and Jury Trial
- Unless excused by the court, failure to attend mediation may result in the hearing being struck until mediation has been completed.
- For all PIP and Windshield cases, see **Fla. Admin. Order No. S-2025-014, ¶ 11**.

(f) Clerk Default:

- No Mediation Requirement
- Entry of Final Judgment
- File sufficient motion
- No hearing is required if all damages are liquidated
- Upload a proposed order. *Proposed orders submitted with insufficient motions will be rejected and set for a hearing.*

(g) Motions for Summary Judgment (MSJ):

- Mediation Requirement: MSJ scheduled without a mediation

report will be struck from the docket, unless the opposing party has been defaulted.

## I. Setting Case for Trial

- Notice for trial or Motion to Set Trial: see [Fla. Admin. Order No. S-2025-04, ¶ 17](#).
- **File stipulated notice or motion** prior to the deadline in the DCMO. (260 days after filing of complaint for Streamline cases and 360 days after filing of complaint for General cases).
- **Must identify** the deadline of the pretrial conference and projected trial term (month and year) on the DCMO; estimate time required for Parties to present their case (hours or days); estimated number of witnesses anticipates to testify; and request for bench trial (non-jury trial) or jury trial.
- **Provide a courtesy copy to the judicial office** via email, copying all parties. Court will issue an [Order Setting Pretrial Conference and Trial](#). The court will endeavor to set the Pretrial Conference on or around the deadline on the active DCMO. The actual trial date will be schedule prior to Jury selection. *The court may issue an Order Setting Pretrial Conference and Trial at any time consistent with the deadlines on the active DCMO.*
- **Notice Period**: The court does not set date certain trial on the Order Setting Pretrial Conference and Trial. Parties will be given a trial week. The actual trial date will be schedule the Monday of trial week.
- **Pretrial Conference**
  - a) Set by the Court by issuance of Order Setting Pretrial Conference and Trial.
  - b) Appearance is mandatory in person, and lead counsel must attend.
  - c) [Joint Pretrial Conference Statement](#) and all other deadlines are established in Order Setting Pretrial Conference.
- **Motions to Continue Trail**: If the court has entered an Order Setting Pretrial Conference and Trial. Motions to continue must comply with [Florida Rule of Civil Procedure 1.460](#). Once filed, the

moving party must provide a courtesy copy to the judicial office via email, copying all parties for the court's immediate consideration and notice it for hearing prior to the PTC.

- **Settlement:** If the case settles prior to the Pretrial Conference, Trial or Final Hearing, one of the parties must file a notice of settlement, joint stipulation or dismissal and provided a courtesy copy to the judicial office via email, copying all parties.

## J. Forms

- **Access:** Division forms are available at:  
<https://www.fljud13.org/JudicialDirectory/MarcSMakholm/Forms.aspx>
- **Usage:** Division forms are outlined in blue herein and preferred for all relevant filings and ensure compliance with the Judicial Practices and Procedures
- **References:** In addition to division forms, commonly referenced rules and administrative orders are outlined in red herein and also available at  
<https://www.fljud13.org/JudicialDirectory/MarcSMakholm/Forms.aspx>

## K. Small Claims Procedure

- *This section includes some common issues regarding small claims. However, Parties shall review all practice and procedure to ensure compliance.*
- **Extension/Enlargement of Time to Effectuate Service:**
  - (a) File motion prior to deadline alleging good cause. Failure to make an extension request prior to the deadline may result in the denial.
  - (b) Upload a proposed order to judge's queue including the following language: "Court invokes **Fla. R. Civ. P. 1.070(j)** for the purpose of extending the deadline for service of process. Plaintiff shall serve Defendant within (30, 60, or 90) days of this order; and, failure to effectuate service within the time frame prescribed herein may result in a dismissal of the

complaint of the complaint without prejudice.

(c) *Absent a Motion, case pending for more than 120 days may be dismissed without prejudice for failing to timely serve defendant.*

- **Dismissal Docket:** For matters not removed from the dismissal docket by the clerk, the court requires:

(a) Timely, written showing of good cause. See Fla. R. Civ. P. 1.420(e) and Fla. Sm. Cl. R. 7.110(e).

(b) Appearance is mandatory in person for attorneys and self-represented parties. Parties represented by counsel are not required to appear. *The court will not consider proposed orders granting a showing of good cause prior to the hearing.*

(c) The court invokes **Florida Rule of Civil Procedure 1.200(j)** for the purpose of small claims case management. Parties shall familiarize themselves with Rule including the motion provision and be prepared to proposed realistic deadlines for the court to impose. *Preparation and compliance with this subsection will factor greatly in the showing of good cause.*

- **Small Claim Pretrial Conference:**

(a) Set by Clerk of Court. See Fla. Admin. Order No. S-2025-014, ¶ 12.

(b) Appearance in person is mandatory.

(c) Continuances are only granted on a limited basis by timely motion or as permitted by Fla. Sm. Cl. R. 7.090(e).

- **Mediation Requirement:**

(a) Scheduled at Pretrial Conference

(b) Required:

- **Unless excused by the court. Failure to attend mediation will result in dismissal or default.**
- Prior to a hearing on a Motion for Summary Judgement/Disposition; Final Hearing; or Final

Pretrial Conference for Non-Jury and Jury Trial.

- Waived for clerk defaults.
- **Clerk Defaults:**
  - No Mediation Requirement.
  - Entry of Final Judgment.
    - **File sufficient motion.** See Section H, Pretrial Procedures pertaining to Motions.
    - **Attach affidavits/exhibits** or file affidavits/exhibits with the motion. See Section G, Exhibits for Evidentiary Proceedings.
    - **Upload a proposed order;** proposed order uploaded in word would be rejected. All proposed order shall be uploaded in PDF Format.
- **Motion for Summary Judgment:**
  - Mediation Requirement. MSJ schedule without mediation report shall be stricken from the docket.
  - Hearing is required if there is any opposition; this includes both sides represented by counsel, an answer, denial at Pretrial Conference, participation in discovery, participation in mediation, and/or a formal response.
  - Compliance with Fla. Sm. Cl. R. 7.135.
- **Procedure for Setting Case for Final Hearing/Trial:**
  - Following a No Agreement Reached/ Impasse at mediation, the matter will be set for a Final Hearing
  - **Set by the Court** by issuing an Order Setting Final Hearing.
  - Appearance is mandatory in person for all parties,

even if represented by counsel. Counsel that intends to try the case must be present.

- If an Interpreter is needed for the Hearing, the it is the party's responsibility to provide the interpreter. (Si necesitas un interprete, tienes que proporcionar uno).

## L. Post Judgement Procedure

- **Claim of exemption:** Any questions or concerns on the process shall be directed to [Claimofexemption@hillsclerk.com](mailto:Claimofexemption@hillsclerk.com)

## M. YOUR COURT DAY

- Any hearing that could result in a judgment is the functional equivalent of a trial. 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**. The court may not allow a continuance or supplementation of the record absent a Rule that permits such relief, and proceed to ruling based on merits, even if:
  - Parties opt to appear remotely for a hearing. Parties shall appear in the same manner. **This court does not allow hybrid hearings.**
  - The evidence relied upon is filed within the court file but not specifically identified and attached/filed for the purpose of the intended hearing.
  - Electronic evidence is still required to be presented in paper form and filed with the Clerk of Court.
  - Technology issues, including camera access.
  - Witness is not available.
- If the hearing requires fifteen (15) minutes or less, does not require evidence and does not require witnesses to testimony, the hearing could be noticed for zoom as long as all parties agree.
- If the hearing requires more than thirty (30 minutes) and both parties agree to appear virtually, and it does not require evidence, the parties can submit an agreed up proposed order to appear virtually.

