

Judicial Practices and Procedures

(last modified *June 23, 2025*)

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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 Meagann.Jones@fljud13.org. The subject line must contain the case number, case name, and relevant matter (e.g., 2024 DR 001234 SC – Doe v. Doe - 2-Hour Hearing Requested). You may also contact the Judicial Assistant at 813-272-7139. Please note, the Judicial Assistant (JA) is not permitted to give you any legal advice.

- **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 2 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 be in court only. No information regarding any case will be provided to anyone other than the Defendant, ONLY if they are not being represented by an attorney. If the Defendant is represented by counsel, all requests or motions shall be filed and argued by counsel.

B. Scheduling Procedures

Please notify the Division JA via email regarding available date for all matters.

C. Remote Appearance

- **Remote Appearance Procedure:**

TD3 currently conducts hearings in-person. Virtual appearances via Zoom are generally not used in TD3. In exceptional situations remote appearances may be available for motion hearings on a case-by-case basis and only if approved by the Court. Requests for remote appearances must be made at least (10) days in advance of a hearing. Whether by phone or Zoom. Please email the Judicial Assistant at FelonyDiv3@fljud13.org for approval for a remote appearance.

D. Submission of Orders and Judgments

- **Format:**

All proposed orders must be submitted in PDF format. Stipulated orders must be reflected as such in the title or body of the proposed order. If the parties are in disagreement, the proposed order must be accompanied by a cover letter containing a statement identifying any disagreement of the parties as to the proposed order.

- **Submission Method:**

Order are shall be uploaded through the E-Filing Portal. If an order is disputed, each party shall submit a marked up Word version of their respective order to FelonyDiv3@fljud13.org.

- **Deadline for Submissions:**

Proposed orders must be submitted within five (5) business days after any hearing.

E. Courtesy Copies of Case Law and Other Documents

- **When required:**

Courtesy copies of case law and any proposed reference materials shall be submitted to the court. The Court frowns upon case law submitted at the hearing when neither the Court nor the parties have had an opportunity to review.

- **Submission Method:**

E-mail to FelonyDiv3@fljud13.org.

- **Deadline for Submissions:**

Courtesy copies must be delivered to the court no later than three (3) days before the scheduled hearing.

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

- **Format:**

Exhibits must be submitted to the clerk of court in paper format, single-sided. 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:**

All exhibits must be received in chambers three (3) business days before the evidentiary proceeding.

H. Pretrial Procedures and Conferences

All Pretrial conferences will be conducted in the originating Lettered Division

I. Setting a Case for Trial

All trials in TD3 will be scheduled upon coordination with the origination division and the TD3 JA. On the rare occasion a case is assigned to TD3 out of Division O, it will be scheduled with the attorney's and the TD3 JA.

J. For special circumstances, if required contact

- **ADA Accommodations:**

Hearing impaired 1-800-955-8771; voice impaired 1-800-955-8770; or US Mail Administrative Office of the Courts, Attn.: ADA Coordinator, 800 E. Twiggs Street, Tampa, FL 33602.

- **Interpreter Requests:**

Request interpreter services by emailing: interpreterrequest@fljud13.org or fill out a request form online <https://www.fljud13.org/CourtPrograms/CourtInterpreterCenter/ContactUs.aspx>

- **Motions for Early Termination / Modification of Probation:**

Please make sure the Probation Officer is aware of your request before filing a Motion to Early Terminate / Modify Probation. If you file a probation motion, fill out the form requesting termination / modification of probation and file your motion with the Clerk of Court. The format of the motion along with filing instructions can be found at the Public Defender's website: www.pd13.state.fl.us A copy of the filed motion must be sent to the Probation Officer, the State Attorney and the Judge. A copy of the motion shall be mailed or forwarded via email to the JA at FelonyDiv3@fljud13.org, while the original motion is filed with the Clerk's Office. The Court will review these motions in Chambers; therefore, a hearing date does not need to be secured when the motion is filed. Once a response from DOC and State are received at the request of the JA, the Court will review and either make a ruling in Chambers or determine that a hearing is necessary. The JA will then reach out to the parties, accordingly. If the Judge determines a hearing on the motion is required, the court will set the matter for hearing. Pro Se/Self-Represented Litigants: If you are representing yourself and need assistance or have questions concerning any of the procedures outlined above, you may contact the Judicial Assistant at (FelonyDiv3@fljud13.org). Please note, the Judicial Assistant is not permitted to give you any legal advice. Motions will be reviewed in Chambers and an Order Granting or Denying will be mailed out to the address provided by the movant. Motions regarding probation termination or modification will normally be decided within two to three weeks