

CIRCUIT JUDGE KEITH MEYER
14250 49TH STREET NORTH
CLEARWATER, FL 33762
CHAMBERS 9
727-464-6430
sectionb@jud6.org

**Judicial Practice Preferences
Circuit Criminal Division**

IF YOU DO NOT HAVE A LAWYER: The Judicial Assistant CANNOT answer your legal questions, and will not explain your situation to the Judge. Your opportunity to speak to the Judge happens in Court only.

It is expected that all parties and attorneys will adhere to ADMINISTRATIVE ORDER NO. 2015-052 PA/PI-CIR RE: STANDARDS OF PROFESSIONAL COURTESY FOR THE SIXTH JUDICIAL CIRCUIT.

TO SCHEDULE HEARINGS

Send an email with the request to sectionb@jud6.org. Please provide case number, what type of hearing, and how much time you will need for the hearing. Hearing date/time will need to be coordinated with opposing side.

PROPOSED ORDERS

*Judge Meyer strongly encourages utilization of the JAWS system for submission of proposed orders. Please make sure to read these instructions before requesting/submitting to JAWS.

Proposed orders may now be uploaded to JAWS for Judge Meyer's electronic signature. You must include an explanatory cover letter (see #5 below). All documents are to be uploaded as PDF documents. The instructions for uploading orders are as follows:

(1) JAWS submissions of proposed orders to the court should consist of one upload with cover letter and order uploaded via different tabs:

- a. The cover letter, with any motion, or stipulation (plus exhibits) should be uploaded in the Include Cover Letter section as one pdf file.
- b. The order ONLY to be reviewed and signed goes in the Document Title section. Title the document and then upload the order in the "browse" section.

(2) It should never be necessary to make a duplicate upload. *If there is a problem with uploading, contact the JAWS Help Desk, 727-453-4357.*

(3) Please make sure to leave plenty of space between the last line and the signature line to allow for the electronic signature. Please do not submit orders with hanging signature lines.

(4) Do not submit proposed orders through JAWS in advance of a scheduled hearing unless specifically requested by the judge.

(5) Cover letter requirements:

a. Your cover letter should include express confirmation by a member of the Florida Bar that the proposed order has been shared with all necessary parties, and that they have no objection as to its form or that they have failed to respond in a reasonable time with any specific objections. (If there is an objection, please specify position of objecting party.)

b. If your order is based on the judge's ruling after a hearing, state that fact, including the date of the hearing.

c. **The cover letter must be copied to all parties including pro se individuals and reflect same on the cover letter.**

Electronically conformed copies will only be provided to the email addresses which have been associated to the case in JAWS. It is the responsibility of the party uploading a proposed order to confirm all email addresses have been added to JAWS including any Pro Se parties. The JA and the clerk DO NOT maintain the associated party data base.

If you are sending an order in via US Mail or other physical delivery method, you should follow the above instructions as to the cover letter and proposed order.

NOTICE*NOTICE*NOTICE

Prior to any hearing please check the Court file to make sure ALL parties have been noticed.