

## **Judge Carassas' Practices/ Preferences below:**

### **TO SCHEDULE A HEARING:**

**ATTORNEYS:** Email the JA at [Ademiduk@jud6.org](mailto:Ademiduk@jud6.org)

1. Email the case number.
2. The name of the Motion you would like to schedule.
3. The amount of time you'd like to set aside on Judge Carassas' calendar.

**Side note: Your motion must appear in the clerk of court's docket prior to scheduling your hearing and the case must be "open."**

### **PRO-SE LITIGANTS (PARTIES WITHOUT ATTORNEYS):**

1. Put your request in writing and provide it to the Clerk of Court.
2. Send a copy to the opposing party.
3. Contact the JA via phone at 727-464-3910 only after 1 and 2 have been completed, be prepared to provide the case number and the name of the motion you would like to schedule.

**UMC - Motions for Summary Judgment and Claims of Exemption** requiring 15 minutes or less where the Defendant is pro se may be scheduled on this calendar. These hearings take place on Wednesdays from 10:30a.m. - 12p.m.

### **IN-PERSON HEARINGS:**

ALL Trials and Final Hearings on Eviction and Unlawful Detainer Cases will be heard in-person at the below address:

**Old Historic Courthouse**

**324 S. Ft. Harrison Avenue, Courtroom 2**

**Clearwater, FL 33756**

### **CROSS NOTICES:**

If you'd like to schedule a motion companion or in opposition to a motion already scheduled and confirmed by the Judicial Assistant, opposing counsel must first be in agreement. Only after agreement with opposing counsel may the cross-noticing party contact the judge's office to request permission to add a motion to the calendar in a timeslot reserved by the attorney who initially reserved the hearing time.

### **CANCELLATION OF HEARINGS:**

To cancel a hearing, E-file your Notice of Cancellation and Email a courtesy copy to the Judicial Assistant at least 24 hours prior to the scheduled hearing. Do not assume your hearing

has been cancelled until you have a response from the JA.

#### **COURTESY COPIES AND HEARING MATERIALS:**

It is not necessary to send courtesy copies of pleadings to the judge if they have already been E-filed. Please, E-file your hearing materials at a minimum of 72 hours prior to your scheduled hearing. We strive to be paperless, please do not send hard-copy hearing materials to the judge's office, unless you have an in-person hearing scheduled. If you have an in-person hearing scheduled, please send your hard-copy hearing materials at a minimum of **one week prior** to your scheduled hearing.

#### **SCHEDULING A TRIAL:**

You must E-file and serve a notice that the action is at issue and ready to be set for trial. Once your notice appears in the clerk's docket, please Email the JA for trial dates.

#### **EVICITION HEARINGS:**

Eviction cases are reviewed by the judge upon submission of the proposed Final Judgment via the JAWS Portal for cases represented by Counsel. If a hearing is required, the judge will reject your proposed order and prompt you to contact the JA. For cases not represented by an attorney, please submit your Final Judgment to the Judge's office with copies and self-addressed stamped envelopes for review. If a hearing is necessary, your proposed order will be returned to you with instructions to schedule a hearing.

#### **SEND ALL MAIL DIRECTLY TO:**

Judge John Carassas  
324 S. Ft. Harrison Avenue  
Clearwater, FL 33756

#### **SMALL CLAIM PRETRIALS:**

A Stipulation Invoking the Rules of Civil Procedure or Waiver of Pretrial Conference must be E-filed and your proposed order submitted via the JAWS portal **72 hours PRIOR** to the Small-Claim pretrial hearing date to ensure that the stipulation or waiver will be docketed prior to the hearing.

#### **REQUEST FOR CONTINUANCES ON SMALL CLAIM PRETRIALS:**

All requests for continuances must be in the form of a written motion to the Court and E-filed with the clerk at a minimum of **72 hours PRIOR** to the Pretrial Hearing and upload your proposed order via the JAWS portal. For litigants not represented by an attorney, your request must be submitted to the clerk in writing. Do not contact the JA until you have submitted your request to the Clerk of Court.

#### **SUBMITTING PROPOSED ORDERS:**

Please, submit all proposed orders and correspondence to Judge Carassas via the JAWS portal in **PDF format ONLY** to: "**County Civil – Section 42.**" Make sure all associated parties'

emails are connected to the case in order for everyone to receive a conformed copy of the order. In the event you do not have a pro-se litigant's email address, the conformed copy and attachments must be mailed to the Defendant.

**JAWS Link:** [https://jawspinellas.jud6.org/jaws\\_attorney/login.aspx](https://jawspinellas.jud6.org/jaws_attorney/login.aspx)

**Side note: Your motion/stipulation/waiver, etc. MUST appear in the Clerk of Court's docketing system PRIOR to uploading your proposed order to JAWS. Please, do not Email proposed orders to the JA.**

### **ASSISTANCE FOR PRO-SE LITIGANTS (PARTIES WITHOUT ATTORNEYS):**

The judicial assistant cannot answer your legal questions nor discuss your case with you. Under Florida law, she could be prosecuted for a first-degree misdemeanor, unlicensed practice of law, if she were to provide legal advice or guidance. Please, do not ask the JA legal questions.

The Judge can only discuss your case with you in the courtroom, in the presence of all the parties involved in the case. Please, do not call the judge's office and expect to have a conversation with the judge or attempt to relay a message to the judge through the Judicial Assistant. If you'd like to bring a matter to the Court's attention, you must put it in writing and file it with the Clerk of Court, and provide copies to the opposing party.

### **LEGAL RESOURCES FOR PRO-SE LITIGANTS (PARTIES WITHOUT ATTORNEYS):**

Pinellas Clerk of Court Self-Help Program:

<https://www.mypinellasclerk.org/Self-Help>

Clearwater: (727)464-5150 or St. Petersburg (727)582-7941

### **JUDGE CARASSAS' ZOOM INFORMATION:**

#### **For Regular Hearings:**

Join Zoom Meeting

<https://zoom.us/j/98252559100?pwd=ZGVGNVFTWDlnYlduM0wyMWtwUkFrZz09>

Dial by your location

+1 786 635 1003 US (Miami)

Meeting ID: 982 5255 9100

Passcode: 045411

Find your local number: <https://zoom.us/u/aC7Cj8lnx>

#### **For Small-Claim Pretrials:**

Join Zoom Meeting

<https://zoom.us/j/98970676537?pwd=RmVDdzRKZDIWOGllUkxvS3MzREg2QT09>

Dial by your location

+1 786 635 1003 US (Miami)

Meeting ID: 989 7067 6537

Passcode: 705249

Find your local number: <https://zoom.us/u/aPn9SYDP>

**For Divorce Hearings:**

Join Zoom Meeting

<https://zoom.us/j/96127387351?pwd=Q2VsalJnaDFYeVZXYzBQelZzdyt0QT09>

Dial by your location

+1 786 635 1003 US (Miami)

Meeting ID: 961 2738 7351

Passcode: 398038

Find your local number: <https://zoom.us/u/adnHuZ2g8g>