

**DUSTIN ANDERSON
CIRCUIT COURT JUDGE
FAMILY SECTIONS E, N1, Q1, & Z1**

Judicial Assistant: crfamw1@jud6.org
7530 Little Road Rm. 215
New Port Richey, FL 34654
(727) 847-8173

Last updated: October 30, 2025

JUDICIAL PRACTICES AND PROCEDURES

Please note: This document is meant to be a guideline to facilitate the efficient movement of cases through the sections over which Judge Anderson presides. They do not relieve anyone from adhering to statutory and procedural requirements. Additionally, this document is subject to change. Judge Anderson will make every effort to ensure changes are made widely available and with as much notice as possible.

Table of Contents

A. Communication with the Judicial Office.....	2
B. Scheduling Procedures	2
C. Matters Not Requiring a Hearing	4
D. Uniform Motion Calendar	5
E. Remote Appearances.....	5
F. Submission of Orders and Judgments	7
G. Evidence, Exhibits, and Case Law	9
H. Emergency and Expedited Matters	10
I. Pretrial Procedures and Conferences	11
J. Mediation and Hearings Seeking Temporary Relief	13
K. Default Final Hearings	13
L. Motions for Rehearing, Reconsideration, and New Trials	14
M. Testimony and Attendance of Minor Children	14
N. Substitution and Withdrawal of Counsel	14
O. Forms and Other Information for Self-Represented Parties	15
P. ADA Accommodations and Interpreters	15

A. Communications with the Judicial Office

- In an effort to facilitate the efficient and prompt processing of cases, the preferred form of communication when contacting the judicial office is by email to crfamw1@jud6.org. The subject line of any email to the judicial office must contain the case number, case name, and relevant matter (e.g., 2024DR1234, Doe and Doe, 2-hour hearing requested).
- The judicial assistant is not permitted to answer legal questions, give advice, or explain your situation to the judge. Your opportunity to speak to the judge happens in court only, when all parties are given the opportunity to be present and heard.
- 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 from non-parties will not be considered by the court. Parties may only contact the judicial office in accordance with these practices and procedures.
- All attorneys and self-represented litigants must provide an email address to receive signed orders electronically, unless excused. It is the responsibility of attorneys and self-represented litigants to update their contact information using Fla. R. Gen. Prac. & Jud. Admin. Form 2.603 any time there is a change in the email account registered for electronic service.
- The judicial assistant is typically available from 8:30 a.m. – 12:00 p.m. and from 1:00 p.m. – 4:30 p.m. Monday through Friday, excluding court holidays. Although the judicial assistant may send communications outside of these hours, the judicial assistant might not respond to incoming communications.
- The judicial assistant strives to substantively respond to all inquires within one business day. If the judicial assistant is unable to substantively respond within one business day, your message will be acknowledged as received with an indication of when to expect a substantive response for immediate assistance.
- All motions and pleadings must be filed with the Clerk of Court.
- Substantive ex parte communications sent to the court, regardless of how they are sent, will be filed in the court file. Communications solely related to the scheduling of hearings are not substantive.
- Please be advised that all email communications sent to the court are subject to public records requests.

B. Scheduling Procedures

- At this time, the court is not utilizing JAWS for scheduling of hearings. Hearings must be requested by email to crfamw1@jud6.org.

- Except when authorized in emergencies, or as otherwise detailed in these practice preferences, the court will not act without a hearing.
- Motions must be e-filed with the Clerk of Court and served upon opposing counsel or self-represented party prior to scheduling a hearing. The court will not accept any motions not first filed with the Clerk. Although the court will file correspondence in the court file, the court will neither file nor serve motions for a party.
- After filing the motion with the Clerk, a party seeking to schedule a hearing must contact the court's judicial assistant via email to obtain available hearing dates and times. Please obtain several dates/times as the proposed dates/times you will be provided will not be held and may no longer be available when you contact the office again to schedule the hearing.
- The court does not review the court file on every case. Typically, the court only becomes aware that a pleading, motion, or other document has been filed when a party makes the court aware of it or asks the court to take some action.
- Parties seeking to schedule a hearing should do their best to estimate the amount of time required for the totality of the hearing, as the court may not allow additional time for the matter to be heard.
- Parties will be held to the time requested and that time shall be split equally between the parties. The manner in which time is to be split is described further in these practice preferences.
- Failure to request sufficient time may result in the court ruling on a matter with the evidence presented in the time allotted.
- When the court indicates that hearing times are to be split equally between the parties, this includes: opening and closing remarks, the examination of witnesses, introduction of exhibits, objections, and legal arguments.
- The parties shall be responsible for allocating their time accordingly, however the court will monitor the time each party uses.
- Unless addressed in advance and approved by the court, all matters raised in a petition or motion shall be litigated within the time requested for a hearing. Absent permission from the court, no additional time will be permitted to litigate a matter noticed for hearing.
- In estimating the time for a hearing, parties should also permit time for the court to make findings and enter a ruling.
- It is not the judicial assistant's responsibility to monitor exchanges of communication between attorneys or their legal assistants. Under those circumstances, please remove the judicial assistant from any email string and notify the judicial assistant once the parties have agreed to a date and time.

- If, after three separate, good faith attempts to coordinate with the opposing party you do not receive a response, you may contact the judicial assistant to set the hearing. You must explain your unsuccessful attempts at coordination with the opposing party before the court will schedule a hearing. You must copy the opposing party in your correspondence to the judicial assistant.
- If the agreed-upon hearing time will result in an unnecessary delay, or if the parties are unable to reach an agreement regarding the hearing date or length of hearing, the court may schedule the matter for hearing or may set the matter for a case management conference.
- Upon the agreement of a hearing date/time, you must contact the office again to secure the hearing time on the court's calendar. You must confirm your requested date and time with the judicial assistant. A phone message or an un-replied to email is not sufficient confirmation that you will receive your requested time. Failure to confirm the hearing date with the judicial assistant will result in the matter not being placed on the court's calendar.
- After securing the hearing time with the judicial assistant, the moving party must serve a notice of hearing on all parties and file it in the court file.
- All notices of hearing must be served within a reasonable time before the hearing. A failure to file a notice of hearing, or a notice of hearing filed unreasonably before the hearing, may result in the court continuing the hearing to another date.
- Parties may not cross-notice a hearing without the prior approval of both the court and any other parties involved. The court may elect not to hear a motion cross-noticed without court approval.
- Continuances are disfavored and will be granted only upon good cause shown. A request for continuance must be submitted at least five days prior to the scheduled court date. Except for 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).
- If the parties agree to cancel a hearing, the party setting the hearing must notify the judicial assistant immediately and file and serve a notice of cancellation on opposing counsel and any self-represented litigant. You must copy the opposing party in your correspondence to the judicial assistant.

C. Matters Not Requiring a Hearing

- Some matters do not require a hearing, such as: stipulations between the parties; motions for substitution of counsel that are signed by incoming counsel, outgoing counsel, and client; most motions to withdraw as counsel

(with signed consent of the client); appointment of special process servers; and final judgments of paternity where all issues have been resolved by signed agreement.

- A proposed order or judgment on a matter that does not require a hearing may be submitted to the court if all parties agree or if a stipulation has been signed.
- Refer to these practice preferences for the submission of proposed orders via email or JAWS.
- All proposed orders shall contain a cover letter indicating that the opposing counsel or self-represented party has reviewed the proposed order or judgment and agrees with the court signing the proposed order or judgment.
- If no cover letter or acknowledgment that the other party approves is provided, the court may reject the proposed order or judgment.
- The court will file the cover letter in the court file with the signed order or judgment.
- If a party objects to the entry of a proposed order or judgment, the court will require a hearing on the matter.

D. Uniform Motion Calendar

- The court has a “mass-motion” calendar, typically held every Monday from 10:00 a.m. until 12 noon, via Zoom.
- Currently this calendar is reserved for uncontested final hearings and matters the judge preapproves to be heard on the calendar.
- All hearings must be scheduled by the court’s judicial assistant. No unscheduled matters will be heard.
- If a party would like to schedule an uncontested final hearing on a dissolution of marriage case, the judicial assistant will send a checklist of documents that must be filed prior to an uncontested final hearing. The checklist must be completed, including the notation of the date of filing of each required document, and filed with the court prior to scheduling the uncontested final hearing.

E. Remote Appearances

- Pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.530, all evidentiary motions and all non-evidentiary motions that require more than 30 minutes of hearing time shall be conducted in person at the West Pasco Judicial Center, absent a written motion.
- Hearings in which no testimony will be given or evidence received and which are scheduled for 30 minutes or less may be conducted via the audio-visual platform Zoom. No motion is required in this circumstance.

- If a party would like to request that an evidentiary hearing or a hearing scheduled for more than 30 minutes be conducted via Zoom, the party must first inquire of the opposing counsel or self-represented party if they object to the request. The party must then file a motion with the court requesting the Zoom hearing. The motion shall specify if the opposing party has an objection to the Zoom hearing. The motion shall include with specificity what good cause exists for the request. The court may rule on the motion without a hearing, or may set the motion for a hearing.
- Zoom hearings shall be scheduled by the court, utilizing the court's Zoom account.
- Zoom meeting and login information will only be sent to attorneys or self-represented parties. It is the attorney's/self-represented party's responsibility to share the login information with clients, court reporters, witnesses, or anyone else who is to attend the hearing.
- It is the attorney's/self-represented party's responsibility to share these guidelines with invitees and ensure their compliance.
- No unauthorized recording of remote hearings is permitted. This includes, but is not limited to, audio recording, video recording, or screen captures.
- If a witness appears remotely, the party calling the witness must ensure the witness has a functioning camera and microphone and has tested the internet connection before the hearing. The oath will be administered in accordance with Florida Rule of General Practice and Judicial Administration 2.530.
- All participants shall dress appropriately and govern themselves accordingly as if appearing in-person.
- Upon joining the meeting, all participants shall rename themselves, if necessary, so their identity is easily identifiable to the other participants. Participants should be cognizant of how they are identified as inappropriate names will be admonished and may be excluded to the virtual court hearing.
- Participants shall remain in the virtual waiting room until brought into the virtual courtroom.
- The court will control access to the virtual courtroom.
- Participants should be cognizant of their surroundings and background. Virtual backgrounds are acceptable, but should not be a distraction. Similarly, virtual backgrounds should not contain offensive images or messages.
- Participants should make their best efforts to limit background noise. Participants should keep themselves muted when not talking to avoid disruptions.

- The court will allow participants to share their screens for the viewing of exhibits and demonstrative aids. The court may terminate the sharing of anyone's screen at any time.
- The court will allow the participants to utilize the chat feature to speak with one another. Participants should be conscientious about to whom they are sending messages to. There should be no ex parte communication by any participant with the court. Any messages viewable by the court will be shared with all participants and read into the record.
- The court allows the use of breakout rooms by the participants. Breakout rooms are not monitored by the court and, unless specifically requested by a party, do not become a part of any official record. Use of a breakout room may be requested by any participant and may be used for attorney-client conversations, attorney-attorney discussions, or sidebar conferences.

F. Submissions of Orders and Judgments

- Pasco County utilizes the Judicial Automated Workflow System (JAWS). All parties on a case should be registered with JAWS.
- For assistance with JAWS, see:
<http://www.jud6.org/legalcommunity/JAWS/howto.html>.
- Generally, the moving party will prepare a proposed order for the court's review.
- Unsigned proposed orders shall not be sent to the Clerk of Court and should not be filed in the court file.
- Parties may submit proposed orders to the court via JAWS or by emailing them to the Section email address (crfamw1@jud6.org).
- Proposed orders submitted directly to the court may be in either Adobe PDF or Microsoft Word format. Only these two formats are acceptable.
- Proposed orders submitted through JAWS must be in Adobe PDF. JAWS can only accept files up to 10 MB. Larger files cannot be uploaded and must be reduced in size. JAWS also cannot accept certain files, including many with digital signatures. Parties may find that "printing" a PDF file as a new PDF file will resolve issues with uploading them to JAWS.
- Orders uploaded to JAWS will appear in the court's work queue for signature.
- When the court signs an order in JAWS, the order and cover letter are filed directly with the Clerk of the Court. The order is automatically served upon all parties registered and case-connected with JAWS. As such, the court may not provide attorneys or unrepresented parties with electronic conformed copies of orders filed in JAWS.
- Orders filed in JAWS may take several days to appear in the court file.

- If a proposed order is rejected, the party/counsel who submitted the proposed order may be required to submit a new proposed order to the court.
- Unless otherwise informed in advance by the court, the court will not consider any proposed orders until the opposing party/counsel has had an opportunity to review it and lodge any objections.
- Proposed orders may not be submitted to the court at the same time as the communication with the opposing party/counsel about the proposed order. The court will not retain orders pending review by opposing party/counsel and those orders will be rejected.
- If there is no objection from the opposing party, the court will sign the proposed order/judgment and file the cover letter with no further action.
- If the attorneys or parties are unable to agree on the wording of a proposed order, each attorney or party shall submit his or her own proposed order to the court with a cover letter explaining their objections to the opposing party's proposed order. The court may require the objecting party to submit their proposed order within a specific amount of time or may schedule the matter for a hearing.
- All proposed orders, regardless of submission method, must contain a cover letter.
- Any proposed order without a cover letter may be rejected.
- Cover letters shall contain the full names of the parties, case number(s), date of hearing (if any), and should indicate whether the opposing counsel/self-represented party agrees or objects to the proposed order.
- The first paragraph of the proposed order must indicate the date of the hearing (if any), the title of the motion/pleading upon which the hearing was held, the date of filing of the motion, who was present at the hearing, and the manner of appearance (in-person or Zoom). If a party failed to appear at the hearing, please state the date the notice of hearing was served as well as the manner and location of service, and whether the halls were sounded.
- Proposed orders should contain no blanks for the judge to fill in other than the date.
- Proposed orders should have numbered pages and the case style on each page.
- The judge's signature line must not be its own page.
- Proposed orders must be submitted within 10 days after any hearing.
- Self-represented litigants excused from e-mail service may submit proposed orders to the court by U.S. mail or hand-delivered to the judicial office.

G. Evidence, Exhibits, and Case Law

- Any party or attorney submitting evidence to the court must be familiar with, and is responsible for following, the requirements of Florida Rules of Judicial Administration 2.420 and 2.425 as well as Administrative Order 2021-021 PA/PI-CIR. Nothing in these guidelines should be interpreted contrary to any Rule or Administrative Order.
- Any evidence or exhibit that a party wishes the court to consider at an in-person hearing should be brought to court with the party on the day of the hearing. The court will not accept in advance any evidence or exhibit prior to the in-person hearing.
- All attorneys and self-represented litigants must bring sufficient copies of each exhibit for the court and each party to review during the hearing or trial.
- If a party intends to introduce a USB flash drive into evidence, the party must first contact the Sixth Circuit's Court Technology Office at (727) 453-7928 to schedule a scan of the flash drive. The court is not permitted to access a flash drive that has not been scanned by the Court Technology Office.
- The circuit has available, audio/visual equipment for the presentation of multimedia-based evidence at all locations within the circuit. Each courtroom has a standardized installation of equipment consisting of high definition displays, document cameras, wireless laptop interfaces, and wireless presentation equipment. These systems allow litigants to present various forms of multimedia-based documentation and evidence such as PowerPoint presentations, video depositions, electronic documents, security video and other multimedia-based information in the courtrooms. All of the equipment is available at no charge. Some systems and equipment will require training prior to usage, and training is available for all the equipment provided by the Sixth Judicial Circuit. Please communicate all training requests a minimum of 72 hours prior to the proceedings. To schedule training on the audio/visual equipment, or discuss presentation needs, please call the Court Technology Office-Video Operations at (727) 453-7928.
- Any evidence or exhibit that a party wishes the court to consider at a remote hearing must be marked and submitted to the court a minimum of two business days prior to the hearing where the evidence is anticipated to be submitted.
- It is suggested that evidence/proposed exhibit submissions be made more than two business days before a remote hearing.
- Evidence/proposed exhibits for a remote hearing must be delivered to the court during the business hours listed in the first section, and should not be delivered during the lunch hour. No one will be available to accept items outside of the hours above. Exhibits delivered to the court outside of the

published business hours may be misplaced, will be the responsibility of the party delivering them, and may be unavailable to the court at the time of the hearing. Parties should call ahead before delivering exhibits to confirm the judicial assistant's availability. If dropping off the proposed exhibits in the box outside of chambers, please notify the judicial assistant.

- The court will not accept proposed exhibits for hearings via email.
- Failure to abide by the advanced submission of exhibits may result in exhibits being unavailable for the court during a remote hearing. The court's requirement for advanced submission of evidence/exhibits is a preference intended to ensure the court's access to a party's proposed exhibits during a hearing. This practice preference is not an exclusionary rule and, absent an order from the court regarding the submission of exhibits, is not a valid basis for an objection by a party to the submission of exhibits at a hearing.
- Any evidence or exhibits delivered to the court less than two business days before the remote hearing may be unavailable for submission at the remote hearing.
- Arrangements may be made with the court in advance of a remote hearing for the submission and publishing of digital media exhibits (photographs, video recordings, etc.).
- It is the responsibility of the parties or their counsel to ensure that all exhibits have sensitive information redacted in accordance with Rules 2.420 and 2.425, Fla. R. Jud. Admin., and, if items are filed directly in the court file, that they are accompanied by a notice of confidential information, if appropriate.
- A copy of any evidence or exhibit that a party wishes the court to consider for any non-emergency hearing (either in-person or remote) must be provided to the opposing party no later than five (5) business days prior to the hearing.
- Nothing in these guidelines should be interpreted to alter any party's statutory or procedural responsibilities or notice requirements.
- Case law that a party intends to rely upon should be provided to the court at least two business days in advance of any hearing to give the court an opportunity to review it. A courtesy copy should be provided to the opposing party at the same time.
- If a Pretrial Order was issued in a case, the parties must abide by the requirements in the Pretrial Order regarding evidence, exhibits, and case law.

H. Emergency and Expedited Matters

- If a party believes there is a factual basis for entering an ex parte order and 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.

- All emergency motions must be filed with the Clerk of Court before sending a copy to the court.
- The court will not review or consider any emergency motion sent directly to the court without being filed with the Clerk of Court first. Courtesy copies sent to the court must include proof of filing. The court will not review any motion without proof of filing.
- After an emergency motion is filed through the e-portal, the Clerk of Court will submit the motion to the court for determination of emergency status and review.
- After review, the court may enter an ex parte order without notice to the opposing party, schedule a hearing or allow one to be set on an expedited basis, seek a written response from the opposing party, rule on the matter without hearing, or deem the matter not to be an emergency.
- 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.
- A conflict with a hearing scheduled by the court, whether by a party or their counsel, may not constitute good cause for the matter to be continued.
- If the court schedules a hearing, the parties will be held to the amount of time allotted by the court for the matter. This time shall be equally split between the parties.
- If the emergency hearing involves an issue related to support, current financial affidavits must be filed prior to the hearing. Failure to do so may result in the court declining to hear the matter on an expedited basis.

I. Pretrial Procedures and Conferences

- Any party may request a Case Management Conference (CMC) when a case requires. Any request for a CMC must articulate the reasons for the necessity of the conference.
- CMCs will be held via Zoom unless specifically ordered by the court that it is to be held in person.
- The court strongly encourages the early use of CMCs in more complex cases, multiple-party litigation, or any case that might benefit from court intervention.
- Unless excused by the court in advance, all CMCs are mandatory for attorneys and self-represented litigants. Parties represented by counsel are not required to appear at a CMC.

- After a party files a notice that a case is at issue, the party shall contact the judicial assistant to request hearing time for a pretrial conference.
- The scheduling of pretrial conferences shall be in accordance with the court's practice preference for the setting of hearings.
- Pretrial conferences will be held via Zoom unless specifically ordered by the court that it is to be held in person.
- A pretrial conference should not be scheduled if there remain pending motions or if discovery is not complete. The court may not schedule a trial if discovery is outstanding or there are motions to be litigated.
- No motions will be heard at the pretrial conference without prior approval of the court.
- In scheduling a pretrial conference, parties and attorneys are representing to the court that they are fully prepared to try the case when scheduled, inclusive of all financial and contractual matters between counsel and client.
- Upon the setting of a pretrial conference, the court will enter an order setting the hearing. All parties must abide by the order setting the pretrial conference. Failure to do so may result in the pretrial conference being continued or the matter not being set for trial.
- The parties and attorneys who are trying the case must attend the pretrial conference. Failure of a party to attend a pretrial conference may result in the court not scheduling the matter for trial.
- A non-jury trial will be scheduled at the pretrial conference. All participants should be prepared to adequately estimate the time needed and their availability to schedule the trial date.
- If the parties agree at the pretrial conference, the court will schedule a first (or "backup") trial date and a second trial date. This means that on the first trial date there is another case scheduled for trial at that time that has priority. If the other trial is cancelled, then the case will have priority to be heard on the first trial date. If the trial in the other case is not cancelled, then the trial date will revert to the second trial date, where the case shall have first priority. In agreeing to this arrangement, the parties agree and understand that by setting a first trial date, they will be ready to proceed with the trial on the first trial date if the other trial is cancelled. The judicial assistant will contact the parties if the other trial is cancelled. The court will typically at the pretrial conference schedule a CMC prior to the "backup" trial date to confer with the parties regarding scheduling.
- The court will prepare a pretrial order at the pretrial conference. Failure to follow the pretrial order will result in the imposition of sanctions as described in the order.

- Attorneys will not be permitted to withdraw less than 30 days before the trial, absent exigent circumstances or legitimate ethical issues.
- The trial will be conducted and concluded within the time set at the pretrial conference.

J. Mediation and Hearings Seeking Temporary Relief

- See Administrative Order 2011-006 PA/PI-CIR (<https://www.jud6.org/LegalCommunity/LegalPractice/AOSAndRules/aos/aos2011/2011-006.htm>) regarding mediation requirements.
- See also the “Procedural Requirements” section under the “Pasco Only” area at <http://www.jud6.org/ContactInformation/FamilyLaw.html>.
- All non-emergency matters other than post-judgment motions for contempt and enforcement shall be referred to mediation prior to a hearing on the matter.
- Either party may request a waiver of the mediation requirement by motion. Requests for a waiver of mediation should set forth good cause for the court to waive this requirement.
- The court, in its discretion and on a case-by-case basis, may waive this mediation requirement.
- Once mediation is concluded, a hearing may be set on the court’s calendar pursuant to the scheduling procedures contained in these guidelines. Hearings should not be set prior to mediation being held.
- If the temporary hearing involves an issue related to support, current financial affidavits must be filed at least ten (10) business days prior to the hearing.

K. Default Final Hearings

- If a default has been entered, prior to scheduling a default final hearing the court will schedule a CMC. The non-defaulted party must send a Notice of Hearing of the CMC to the defaulted party at the address in which the defaulted party was served. At the CMC, the court may schedule the default final hearing.
- In matters involving minor children, the court must allow both parties an opportunity to present evidence on issues related to the children, even if a party has been defaulted. See Shewmaker v. Shewmaker, 283 So.3d 894 (Fla. 2d DCA 2019).
- A party requesting a default final hearing must file and serve a notice of the final hearing a reasonable time before the hearing. A failure to file a notice

of hearing, or a notice of hearing filed unreasonably before the hearing, may result in the court continuing the hearing to another date.

- A party requesting a default final hearing must be prepared to present evidence and for the court to make any requisite statutory findings, depending upon the relief sought.

L. Motions for Rehearing, Reconsideration, and New Trials

- Any such motion must be filed with the Clerk of the Court and a courtesy copy sent to the court.
- The court may not review any such motion until notified by the moving party. Such motions will not be set for hearing without first being reviewed by the court.
- If the court finds that a hearing is required, the judicial assistant will contact the moving party to schedule the hearing. The moving party will be required to following the requirements for scheduling a hearing contained in these practice preferences.
- If no hearing is required, the court will rule upon any such motion in chambers.

M. Testimony and Attendance of Minor Children

- Children shall not be brought to court hearings, including injunction return hearings, without prior approval of the court.
- Testimony from children is not permitted unless the court grants permission.
- The court will not automatically honor stipulations for a child to testify before the court.
- Any request for a child to give testimony before the court must be made via an appropriately filed motion setting forth the good cause requesting the child's testimony. This motion must be heard prior to the anticipated testimony.

N. Substitution and Withdrawal of Counsel

- Florida Rule of Judicial Administration 2.505(e)(3) requires that the client agree in writing to a request for substitution of counsel.
- Proposed orders approving the stipulation for substitution of counsel without the written consent of the client will not be considered.
- A party may consent to the substitution under oath before the court and file their written consent at a later date; however, the court will not schedule a hearing solely on this matter.
- The court will consider proposed orders for withdrawal of counsel if accompanied by a motion and stipulation signed by all parties.

- If no signed stipulation is provided, a hearing will be required.

O. Forms and Other Information for Self-Represented Parties

- Some forms are available through the Clerk of Court and the Pasco County Legal Resource Center, located at the West Pasco County Judicial Center.
- Self-represented litigants may consult the Florida State Court System's Self-Help website for forms and additional information. The website is found at: <https://www.flcourts.gov/Resources-Services/Office-of-Family-Courts/Self-Help-Information>
- Self-represented litigants may contact Bay Area Legal Services at 727-847-5494 to inquire as to their eligibility for representation. Lawyer referral services can be contacted through the West Pasco Bar Association at 727-847-0374.

P. ADA Accommodations and Interpreters

- Information on ADA accommodations can be found on the circuit's website at the following link: <https://www.jud6.org/GeneralPublic/ADAAssistance.html>
- Information on interpreters' services can be found on the circuit's website at the following link: <https://www.jud6.org/LegalCommunity/Interpreters.html>