

**JUDICIAL PRACTICE PREFERENCES CIVIL SECTION 20**  
**Michael F. Andrews**

**Updated NOVEMBER 2025**

315 Court Street, Room 468  
Clearwater, FL 33756

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**2026 TRIAL SCHEDULE**

**Trial Weeks 2026**

January 12, 2026, February 2, 2026, March 2, 2026, April 6, 2026,  
May 4, 2026, July 6, 2026, August 3, 2026, October 5, 2026, November  
2, 2026

**Calendar Call 2026**

January 8, 2026, January 29, 2026, February 26, 2026, April 2, 2026,  
April 30, 2026, July 2, 2026, July 30, 2026, October 1, 2026, October  
29, 2026

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### COURT APPROVED FORMS

- Order to Appear for Zoom Case Management Conference
- Order to Show Cause
- Administrative Order 2021-012PA/PI-CIR
- Agreed Mandatory Civil Case Management Order
- Uniform Pre-Trial Conference Order (Non-Jury Trial)
- Notice Regarding Scheduling of Expert Witnesses for Non-Jury Trial Testimony to be Served with Trial Subpoenas

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## **HELP FOR SELF-REPRESENTED PARTIES**

(Parties Without Attorneys)

**The Judicial Assistant CANNOT answer legal questions, or “explain” things to the Judge. Your opportunity to speak to the Judge happens in Court only.** The Clerk of the Court has a Self-Help Program for self-represented litigants in the Pinellas County Courthouse in Clearwater. Gulfcoast Legal Services can be reached in Clearwater (727) 443-0657 or St. Petersburg (727) 821-0726. Bay Area Legal Services is available at 1-(800)-625-2257. Lawyer referral services of the Clearwater and St. Petersburg Bar Associations are at (727) 461-4880 and (727) 821-5450 respectively.

*Counsel are encouraged to acquaint themselves with the Standards of Professional Courtesy for the Sixth Judicial Circuit [ADMINISTRATIVE ORDER 2015-052](#) and the [Sixth Judicial Circuit Local Rules](#).*

### **PROFESSIONAL COURTESY**

**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.**

### **HEARINGS**

**UNTIL FURTHER NOTICE MOST HEARINGS ARE HELD VIA ZOOM, INCLUDING PRETRIALS AND CALENDAR CALLS.**

**\*\*EFFECTIVE January 2026 - ALL HEARINGS THAT ARE SCHEDULED FOR 1 HOUR OR LONGER WILL BE IN PERSON. A REQUEST CAN BE MADE TO APPEAR VIA ZOOM BY EMAILING [SECTION20@JUD6.ORG](mailto:SECTION20@JUD6.ORG) AT LEAST 10 BUSINESS DAYS PRIOR TO HEARING.**

**UPON REQUEST, ANY HEARING may be IN PERSON:** ALL hearings scheduled may be in person upon request. To obtain prior approval for counsel, any party or any witness to appear **IN PERSON** counsel shall send an email requesting same to [section20@jud6.org](mailto:section20@jud6.org) **AT LEAST 10 BUSINESS DAYS PRIOR TO HEARING** to see if an In Person hearing can be accommodated.

**DO NOT SEND NOTICE OF THE HEARING UNTIL YOU RECEIVE CONFIRMATION VIA JAWS THAT IT HAS BEEN SCHEDULED. FAILURE TO SEND NOTICE AND/OR FAILURE FILE PROOF OF TIMELY NOTICE WILL CAUSE THE HEARING TO BE CANCELLED.**

**VCT/ZOOM HEARINGS:**

For ZOOM hearings, after you secure a hearing date in JAWS, once you receive the hearing CONFIRMATION, you will then need to email [section20@jud6.org](mailto:section20@jud6.org) requesting the Zoom information. We will email the ZOOM link with the ZOOM details **ONLY** to the scheduler's email address. The scheduler will be responsible for including the ZOOM link in the the Notice of Hearing with all the ZOOM information. The Zoom link sent to the scheduler will have instructions included. **PLEASE DO NOT GENERATE A NOTICE OF HEARING UNTIL AFTER YOU RECEIVE THE ZOOM LINK FROM THE COURT.**

**For more information regarding ZOOM hearings and protocol, please visit the Sixth Judicial Circuit's website at: [www.jud6.org](http://www.jud6.org)**

The court prefers case law and exhibits via email. The case law can be emailed to [section20@jud6.org](mailto:section20@jud6.org) at least 5 business days prior to the scheduled hearing. Paper copies of case law and other legal authority are accepted but not preferred. Pertinent portions should be **highlighted**.

**TELPHONIC HEARINGS:**

**Please note: MOST HEARINGS ARE NOW HELD VIA ZOOM**

**Conference Line 1-888-585-9008 Access 712-414-081#.** The scheduler will be responsible for generating the Notice of Hearing with the date, time and conference line and conference room number.

**PLEASE DO NOT FILE THE NOTICE OF HEARING UNTIL YOU RECEIVE A CONFIRMATION EMAIL FROM JAWS THAT THE**

**HEARING HAS BEEN SCHEDULED. YOU SHOULD REVIEW THE "ADDITIONAL NOTES" IN THE CONFIRMATION FOR ANYTHING THAT IS TO BE INCLUDED IN YOUR NOTICE OF HEARING.**

### **JAWS**

Section 20 utilizes the JAWS system for scheduling most hearings. Hearing time for UMC, UMC Foreclosure Summary Judgment, 15 minutes, 30 minutes, and 1 hour hearing time can be requested through JAWS. JAWS will have the most up to date available dates. Hearing dates and times for hearing in excess of 1 hour may be obtained by sending an email to [section20@jud6.org](mailto:section20@jud6.org).

### **SCHEDULING HEARINGS IN JAWS**

- All hearings are to be scheduled by the moving party in JAWS. The website is [https://jawspinellas.jud6.org/jaws\\_attorney/login.aspx](https://jawspinellas.jud6.org/jaws_attorney/login.aspx). Please select the "Section 20 – Andrews" calendar to schedule your hearing. Hearings of 15 minutes, 30 minutes or 1 hour may be scheduled directly through JAWS. **PLEASE DO NOT FILE THE NOTICE OF HEARING UNTIL YOU RECEIVE A CONFIRMATION EMAIL FROM JAWS THAT THE HEARING HAS BEEN SCHEDULED. YOU SHOULD REVIEW THE ADDITIONAL NOTES IN THE CONFIRMATION FOR ANYTHING THAT IS TO BE INCLUDED IN YOUR NOTICE OF HEARING.**
- **UMC HEARINGS: ALL UMC HEARINGS ARE HEARD VIA ZOOM – PLEASE CONTACT THE JA FOR THE ZOOM INFORMATION FOR YOUR NOTICE OF HEARING. THESE ARE 5 MINUTE HEARINGS ON UNCONTESTED MATTERS ONLY.** Motions for hearings of 5 minutes or less such as Default and Consent Final Judgments, Motions for Default, Motions to Withdraw, Motions to File Amended Complaint, Motions to Continue Non Jury Trials, etc. are to be scheduled on the UMC CALENDAR in JAWS at [https://jawspinellas.jud6.org/jaws\\_attorney/login.aspx](https://jawspinellas.jud6.org/jaws_attorney/login.aspx). The scheduling party must send courtesy copies of the Notice, Motion, and all supporting documentation and/or evidence directly to Judge Andrews via email or to 315 Court Street, Room 468 Clearwater, FL 33756 via U.S. Mail/Fed Ex/UPS/Courier and must be received by the Judge's office at least five (5) business

days prior to the hearing.

**ALL AVAILABLE HEARING TIMES FOR 1 HOUR OR LESS WILL BE POSTED IN JAWS SO PLEASE DO NOT CALL THE JA FOR OTHER HEARING DATES UNLESS YOUR MOTION IS AN EMERGENCY, FOR MORE THAN 1 HOUR, OR IF DIRECTED BY JUDGE ANDREWS.**

If the attorney thinks the hearing date/time available in JAWS is too far out to accommodate hearings that need to take place prior to a trial already set, or deadlines approaching that will not be met due to lack of available hearing time, they should reach out to the Judicial Assistant at [section20@jud6.org](mailto:section20@jud6.org) to inquire about possible available hearing time. Please indicate how much time is needed for the hearing and coordinate with opposing counsel as soon as possible once the time is provided.

**All Counsel/Associated Parties.** It is the moving party's responsibility to confirm that all counsel/associated parties in the JAWS database to ensure all parties receive emails regarding the scheduling and cancellation of hearings. If self-represented and have not given permission to use their email for service, then all pleadings and order should be sent by US Mail. **Failure to comply with this procedure can result in cancellation of your hearing.**

### **NOTICE OF HEARING**

**NOTICE: The Notice of Hearing should state the following:**

**TELEPHONIC HEARING NOTICE:**

THE HEARING IS TELEPHONIC AND ANY PARTY WHO WANTS TO PARTICIPATE IN THE HEARING IS TO CALL THE SECTION CONFERENCE LINE. CALL IN NUMBER - 1 888 585 9008 AND CONFERENCE LINE NUMBER 712-414-081#. **PLEASE MUTE ON YOUR END. DO NOT PLACE ON HOLD OR EVERYONE WILL ONLY HEAR MUSIC.** ALL DOCUMENTS TO BE CONSIDERED MUST BE RECEIVED BY THE JUDGE'S OFFICE VIA EMAIL OR US MAIL/FEDEX/UPS/COURIER AT LEAST 5 BUSINESS DAYS PRIOR TO THE SCHEDULED HEARING.

**VCT/ZOOM HEARINGS AND NOTICE:**

**PLEASE CONTACT THE JUDICIAL ASSISTANT FOR THE ZOOM LINK.** ANY PARTY WHO WANTS TO PARTICIPATE IN THE HEARING WILL CLICK ON THE LINK. UNTIL YOU ARE CALLED UPON TO SPEAK PLEASE PLACE YOUR MICROPHONE ON MUTE YOUR COMPUTER. ALL DOCUMENTS TO BE CONSIDERED MUST BE RECEIVED BY THE JUDGE'S OFFICE VIA EMAIL OR US MAIL/FEDEX/UPS/COURIER AT LEAST 5 BUSINESS DAYS PRIOR TO THE SCHEDULED HEARING.

**PLEASE DO NOT SEND OUT A NOTICE OF HEARING UNTIL YOU RECEIVE A SECOND CONFIRMATION FROM JAWS THAT THE DATE/TIME REQUESTED HAS BEEN SCHEDULED.**

**CROSS NOTICE OF HEARING**

A motion **cannot** be added to the calendar without approval of the Court and opposing party/counsel. If a Cross Notice of Hearing is filed without the approval of the Court, the Judge **will not consider** the motion unless necessity dictates.

**CANCELLING HEARINGS**

**Filing a Notice of Cancellation does not cancel a hearing with Judge Andrews.** Hearings that you schedule in JAWS can also be cancelled by you in JAWS for up to 1 week prior to the hearing. If your hearing is less than 24 hours away, **both parties must agree** to cancel the hearing and then email the JA to cancel your hearing, you **must** attach a Notice of Cancellation. All other hearings may be cancelled via email to [section20@jud6.org](mailto:section20@jud6.org). A notice of cancellation will need to be filed with the Clerk and emailed to the JA.

**PLEASE NOTE:** Trial Dates, Pre-Trials and Calendar Calls will not be cancelled until the appropriate filing is made indicating that the case has been settled. Do not email the Judicial Assistant asking to remove those dates because the case has "settled" until the Notice of Settlement or Notice of Voluntary Dismissal has been filed with the Clerk.

**MOTIONS**

**NON-EVIDENTIARY MOTIONS, PRETRIAL MOTIONS:** This Court's preference is that *all non-evidentiary motions be submitted to the court*,

*whether requesting a hearing or not.* The Court requests that all responses be filed and served so that the Court may properly prepare for the hearing. The court requests that the proponent of the motion submit the following documentation 16 days after filing the notice: the motion, the notice, any response with a cover letter that states if either party is requesting a hearing. This will enable the court to either decide on written submissions or be more fully prepared at the hearing. This preference is for all **Motions to Compel and all Motions Decided on Written Submissions**. See ADMINISTRATIVE ORDERS 2020-011 and 2020-012 ***even when requesting a hearing***. The Court may set a hearing at the court's discretion.

- (2) **Before** filing a **motion to compel or a motion for protective order**, counsel for the moving party shall confer with counsel for the opposing party in a good faith effort to resolve by agreement the issues raised, and shall file with the Court at the time of the filing of the motion a statement certifying that he or she has so conferred with opposing counsel and that counsel have been unable to resolve the dispute.
- (3) Motions to compel discovery shall quote in full each interrogatory, question on deposition, request for admission or request for production to which the motion is addressed and the objection and grounds therefor as stated by the opposing party.

**IF A PARTY IS REQUESTING THE COURT TO CONSIDER MOTION WITHOUT A HEARING**, follow the A.O. and when submitting the package to the Judge, the cover letter should state which party is requesting. The package should include the cover letter, copies of the Notice of Request for Court to Consider Motion Based on Written Submissions Without Hearing, Motion, Response to the Motion and Proposed Order with sufficient copies of the order and postage-paid envelopes for all parties.

**No sanctions will be awarded ex parte. (Use form of order provided by the above AO).**

**MOTIONS FILED, BUT NOT SET FOR HEARING: Any motions that have been filed but have not been set for a hearing within 30 days of the filing are deemed abandoned.**

## **PROPOSED/AGREED ORDERS**

Section 20 utilizes the JAWS system for submission of orders. Orders may be uploaded to JAWS for Judge Andrews's electronic signature or they may be sent in via US Mail. You must include an explanatory cover letter. (**Foreclosure Summary Final Judgment MAY NOT be submitted via JAWS**). All documents are to be uploaded as PDF documents. Do not send proposed orders prior to hearing. **Do not** email proposed orders to [section20@jud6.org](mailto:section20@jud6.org) unless directed by the Judge to do so. They will not be printed and given to the Judge for consideration. Orders either get uploaded into JAWS or hard copies are sent via mail.

If the order is for a Senior Judge that presided over a matter in Judge Andrew's absence, the order **MUST** be sent in via US Mail for the Senior Judge to sign.

- JAWS submissions of proposed orders to the court should consist of:
  - a. The cover letter, (with any motion, stipulation and exhibits) should be uploaded in the **Include Cover Letter** section as one pdf file.
  - b. The order or judgment to be reviewed and signed goes in the **Document Title** section by itself. Title the document and then upload the order in the “browse” section.
- 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.**
- 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 other non-defaulted 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, submit the order

**via mail** with an explanatory cover letter.)

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 and defaulted parties and reflect the same on the cover letter.

d. All documents are to be uploaded as PDF documents. Any stipulations may be uploaded with the explanatory cover letter uploaded separately. The order must be uploaded separately from the cover letter.

- **FILL IN ORDERS PROHIBITED:** Any orders that have blanks to fill in will be rejected in JAWS. These must be mailed to the Judge.
- **PROPOSED ORDERS AFTER HEARING:** As provided by the Standards of Professional Courtesy for the Sixth Judicial Circuit [ADMINISTRATIVE ORDER 2015-052](#) proposed orders shall be submitted to the Judge **with a cover letter** stating whether opposing counsel agrees to the proposed Order – or, that opposing counsel was given the opportunity to object to the proposed Order, but did not. Transmittals of proposed orders should always reference the date of hearing.

If the parties cannot agree on a proposed order, they should submit their own orders to the court by **US Mail** with a cover letter stating their objections. **Do NOT email or upload the orders into JAWS.**

- **ORDERS RELATING TO PRO SE PARTY:** If there is a pro se party, the order should be mailed to the Judge's office with addressed, stamped envelopes.

#### **INSTRUCTIONS TO UPLOAD IN JAWS**

- **CASES WITH PRO SE PARTIES:** **Generally**, the orders must be mailed to the Judge with a cover letter and sufficient copies of the order and postage-paid envelopes for all parties. If the pro se party has given permission to accept service by email and you have associated them in JAWS, then the cases with pro se parties may be

uploaded into Jaws. The cover letter uploaded shall so state.

- JAWS submissions of **AGREED** orders to the court should consist of two uploads:
  1. The order or judgment to be reviewed and signed, **and nothing else**, goes in **one** location.
  2. Everything else goes in the other upload location - namely, the information that shows the Judge why the order should be signed (i.e., cover letter and motion or stipulation, plus exhibits if necessary). **These are all uploaded as one single document.**
- It should never be necessary to make a duplicate upload. These create many problems. **If there is a problem with uploading, contact the JAWS Help Desk, 727-453-4357.**

**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. The JA and the clerk DO NOT maintain the associated party data base.**

### **OTHER MOTION PRACTICE**

**Emergency Motions.** When attorney's e-file an emergency motion, the documents will be processed by the Clerk and will appear on the case docket in Odyssey faster. **However**, the Clerk does not forward them to the Judge's office and accordingly, the Judge and JA are not aware of the filing. It is the attorney's responsibility to contact the Judge's office and provide the Judge with a copy of the motion. Emergency motions will not be set for hearing on an emergency basis unless the court deems it to be an actual emergency.

*Pro se* emergency motions **only** are forwarded to the Judge's office by the Clerk.

**Courtesy Copies of Motions.** Judge Andrews **prefers case law and exhibits via email.** The case law can be emailed to [section20@jud6.org](mailto:section20@jud6.org).

Paper copies of case law and other legal authority are accepted but not preferred. Pertinent portions **should be highlighted**.

**E-filing with the clerk does not put anything into the Judge's hands.** Courtesy copies of the Motion, Notice of Hearing, and all supporting documentation (including any prior pleading to which a motion is directed) **may** be provided directly to Judge Andrews, 315 Court Street, Room 468, Clearwater, FL 33756 via Hand/U.S. Mail/Fed Ex/UPS to be filed and **received by the judge's office at least FIVE (5) business days prior to the hearing.** **THIS IS THE RESPONSIBILITY OF THE PARTY SETTING THE HEARING. FAILURE TO COMPLY WITH THIS PROCEDURE MAY RESULT IN CANCELLATION.** Originals should be filed with the Clerk.

**DOCUMENTS EMAILED TO THE JA WILL NOT BE PRINTED. IF YOU BELIEVE THAT IT IS IMPORTANT THAT THE JUDGE HAVE A PRINTED COPY SEND THE COPY TO THE COURT 5 DAYS PRIOR TO THE HEARING.** Copies provided to the court will be presumed to be courtesy copies. Please break up lengthy submissions into subparts (cases, exhibits, etc.) that are stapled or otherwise divided.

**Ex Parte Motions.** Counsel seeking consideration of a matter ex parte should always include courtesy copies of a motion and any supporting materials such as affidavits with their proposed orders, service copies, postage-paid envelopes, and an appropriate cover letter signed by a member of the Florida Bar, not a staff member.

**Case Law. THE COURT PREFERS CASE LAW AND EXHIBITS VIA EMAIL.** The case law can be emailed to [section20@jud6.org](mailto:section20@jud6.org). Paper copies of case law and other legal authority are accepted but not preferred. Pertinent portions **should be highlighted**. Copies provided to the court (including any highlighting) shall be provided to opposing counsel before the start of the hearing.

**Withdrawal or Substitution of Counsel.** Rule of Judicial Administration 2.505 requires a “motion and hearing” for withdrawal of counsel. Judge Andrews will forego a live hearing and deem this requirement adequately complied with if and only if, there is filed a Stipulation for Withdrawal **signed by both the client and all counsel**. The same rule requires that all substitutions of counsel be “signed off” by the client. Orders granting withdrawal must include the complete

address, email and telephone number where future correspondence and pleadings may be sent to the client and state that if there is no counsel of record within 30 days, the party shall be deemed proceeding pro se. If the party is a corporation, the order must state that they must obtain counsel.

**Motions for Rehearing/Reconsideration/New Trial.** Provide the Judge with a copy of the motion. Do not schedule for hearing unless the court decides one is required. Opposing party may file a response within 15 days of service of the motion.

## **PRETRIAL AND TRIAL PRACTICE**

**Scheduling Jury Trials.** Upon the filing of a Motion or Notice to Set Case for Jury Trial, counsel must set a fifteen-minute **Case Management Conference** on the calendar and complete the attached Order to Appear for **Case Management Conference (SEE COURT APPROVED FORMS)** and upload on JAWS as a PDF for the judge's signature. The Judge will set Pre-trial and Trial dates at the CMC. The Court will enter a Case Management Conference Order with deadlines agreed to by the parties. **These deadlines are binding and will supersede any deadlines in the Pre-trial and Jury Trial Order.**

**Order Setting Pretrial Conference and Jury Trial.** The discovery cutoffs and deadlines provided by this order are binding, as are the provisions for counsel to meet to resolve minor evidentiary problems. The Trial Order will be issued by the Court after a Case Management Conference has been held.

**Motions to Continue Trial.** Absent very good cause, such motions must be signed by the client, as provided by Rule 1.460, and will require a hearing **even if stipulated to by counsel.**

**Motions in Limine.** Time will normally be provided for motions in limine to be heard **before the pretrial.** Counsel will confer before that hearing so that only items actually in dispute will be put before the Judge.

**Settlement.** If your case is set for trial and settles, notify the J.A. immediately and also cancel any hearings that may be scheduled. Pre-trial, Calendar Call and Trial dates will be removed once the settlement

documents have been filed. **The mere filing of a settlement documents with the Clerk does not notify the court that a case set for trial has been resolved.**

**Conduct of Trial Generally.** Counsel will adhere to the Circuit's Standards of Professional Courtesy [ADMINISTRATIVE ORDER 2015-052](#). Examine witnesses from the podium. There will be no speaking objections. That means objections should be three (3) words or less, simply stating the legal ground (e.g. "relevance," "hearsay," etc.) invoked, or if elaboration is necessary, counsel should approach the bench. All argument is to be directed to the court. Do not argue after the Court rules, and do not "thank" the Court for a ruling after a bench conference in the presence of the jury.

**Voir Dire.** Attorneys will inquire of the entire jury panel seated in the gallery. A seating chart with jurors' names will be provided. The court will initiate voir dire questions and then counsel will follow with their inquiries.

**Response From Counsel When Bailiff Brings Jury In.**

Counsel will stand.

**MORTGAGE FORECLOSURE CASE PROCEDURE**

Please see [ADMINISTRATIVE ORDER 2019-004](#).

**Foreclosure Motions.** **The following motions shall generally be considered on written submissions:** Motions to Compel, Motions to Strike, Motions for Extension of Time, Motions to Dismiss, Motions for Substitution of Party Plaintiff, Motions to Substitute Counsel, Motions to Add Party. As provided by the AO, after being served with such motions, the nonmoving opposing party shall have 16 days to file a written response, after which the court may rule without further notice or hearing.

**Foreclosure UMC Motions for Summary Judgment.**

May be scheduled on the UMC CALENDAR in JAWS at

[https://jawspinellas.jud6.org/jaws\\_attorney/login.aspx](https://jawspinellas.jud6.org/jaws_attorney/login.aspx) if only 5 minutes or less, otherwise, please schedule for the appropriate length of time available in JAWS. The scheduling party must send courtesy copies of the Notice, Motion, and all supporting documentation and/or evidence and proposed Uniform Final Judgment of Foreclosure with copies and envelopes directly to Judge Andrews at 315 Court Street, Room 468, Clearwater, FL 33756 via US MAIL/FEDEX/UPS/COURIER and must be received by the Judge's office at least five (5) business days prior to the hearing. **If a hard copy of the documents is not received at least five (5) business days prior to the hearing – the hearing will be cancelled by the JA. You will receive notification through JAWS is the hearing has been cancelled.**

**ALL FORECLOSURE MOTIONS FOR SUMMARY JUDGMENTS THAT ARE 5 MINUTES OR LESS ARE TO BE SCHEDULED ON THE FORECLOSURE UMC CALENDAR. IF LONGER THAN 5 MINUTES, PLEASE SET FOR THE APPROPRIATE TIME IN JAWS.**

**Foreclosure Non-Jury Trials (of more than 5 minutes).** Plaintiff is responsible for preparing the Notice that the Cause is at Issue. Judge Andrews requires that a Case Management Conference (SEE COURT APPROVED FORMS) be set to schedule a Non-Jury Trial. Available hearing time is in JAWS

#### **OTHER PRACTICE AND PROCEDURE POINTERS:**

**Correspondence to the Court.** Any communications to the court, INCLUDING EMAILS, should come from members of the Bar, not staff and must be served OR COPIED on all parties.

**Deposition Disputes.** The court will hear deposition disputes telephonically – immediately if the Judge is available, otherwise as can be scheduled.

**Attorney's Fees.** The issue of entitlement may be tried in the main action or at a subsequent hearing. Issues regarding the amount of attorney fees may be left for a subsequent hearing. Fee affidavits are sufficient in lieu of expert testimony if all parties agree to their use.

## **COURTROOM TECHNOLOGY**

The circuit has available, audio/visual equipment for the presentation of multimedia-based evidence at all locations within the circuit. This equipment consists of both built-in and mobile equipment and includes items such as projectors, screens, HD displays, document cameras, DVD players, laptop interfaces, and wireless presentation equipment. These systems allow litigants to present various forms of multimedia base information in the courtrooms. All of the equipment is available at no charge on a first come, first served basis. 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 be sure to arrange training requests a minimum of 72 hours prior to your proceedings. To schedule training on AV equipment, or discuss your presentation needs, please call the Court technology Office-Video Operations at (727) 453-7928.

The following courtroom technology is available at 315 Court Street, Clearwater, FL 33756 All Courtrooms Large HD Displays, Laptop Interfaced DVD Players.

Document Cameras, Video Tele-Conferencing,  
\*Wolfvision Cynap Core wireless  
presentation, Assisted Listening Devices,  
Digital Court Reporting.