

Judicial Practices and Procedures

(last modified 4/16/2026)

Kimberly Sharpe Byrd, Circuit Court Judge

Section G, J2, J6 & Q3

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Contact Information

Mailing Address:

West Pasco Judicial Center, 7530 Little Road, Room 214, New Port Richey, Florida, 34654

(private carriers/couriers should deliver to Room 201)

Physical Address:

West Pasco Judicial Center, 7530 Little Road, Hearing Room 2L, New Port Richey, Florida, 34654

Telephone: (727) 847-8092

E-mail: crcivw1@jud6.org

Hearing Line Number: (352) 309-7685

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A. Communications with the Judicial Office

Method of Communication:

- Division E-mail : crcivw1@jud6.org
- All communications to the judicial office must be submitted by e-mail to crcivw1@jud6.org the dedicated division e-mail account. The subject line of any e-mail to the judicial office must contain the case number, case name, and relevant matter (e.g., 2024 DR 001234 SC – Doe v. Doe – 2-Hour Hearing Requested)
- Self-represented litigants and attorneys excused from e-mail service may communicate with the judicial office by telephone call to (727) 847-8092. The judicial office does not accept text messages.

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 communication is authorized by law.

Unsolicited Communications:

- Parties may only contact the judicial office in accordance with these procedures. Unsolicited communications from non-parties will not be considered by the court.

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 is not authorized to provide legal advice.
- The judicial assistant strives to substantively respond to all inquiries 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.

Other Communication Procedures:

- Any e-mail sent to or from the judicial office may be a public record subject to disclosure.

B. Scheduling Procedures

Court Schedule:

- The available Jury Trial periods are available as a separate attachment under the court procedures page.
- The Court's Motion Calendar schedule is set by email and is not published online.

Scheduling Hearings

- Hearings must be requested by contacting the judicial assistant at crcivw1@jud6.org
- Prior to confirming a hearing date and drafting a notice of hearing, the hearing date must be cleared with all interested parties.
- Do not file a notice of hearing until a confirmation email has been received from this office.

Notice of Hearing:

- A notice of hearing must be filed and served within reserving hearing time.

- A notice of hearing involving any remote appearance must list either the hearing line number or the zoom information.
- All notices of hearing must contain the Americans with Disabilities Act (ADA) notification required by Florida Rule of General Practice and Judicial Administration 2.540.

Submission Deadlines:

- The court must receive all materials for the hearing no later than three business days before the hearing.

Continuance Procedure:

- Motions for continuance must state with specificity: (1) the basis of the need for the continuance, including when the basis became known to the movant; (2) whether the motion is opposed; (3) the action and specific dates for the action that will enable the movant to be ready, including, but not limited to, confirming the specific date any required participants are available; and (4) the proposed date by which the case will be ready to proceed and whether that date is agreed by all parties. 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).

Cancelling Hearings:

- You must cancel hearings by notifying the judicial assistant immediately. You must also immediately file and serve a notice of cancellation on opposing counsel and any self-represented litigant.

C. Remote Appearance

Remote Appearance Procedure:

- The court maintains a hybrid virtual courtroom, allowing parties to appear either in person or remotely, as provided by Florida Rule of General Practice and Judicial Administration 2.530. Non-Evidentiary motions are generally handled telephonically.

- Evidentiary Motions are generally handled via Zoom or in-person.
- Jury Trial and Jury Trial Pretrial Conferences are conducted in person.
- The judicial assistant will indicate in the confirming email which method of appearance will be used.

Platform Used:

- The Court uses Zoom or the Telephonic Hearing Line for remote appearances.
- Contact the judicial assistant to obtain the platform meeting ID# for your hearing as the Court does not maintain a Recurring Meeting or Permanent Link.

Requirements:

- Requests for remote appearance must be submitted at the time of the hearing being scheduled or as soon as practical.
- Any person appearing remotely must be in a private location that is quiet and free from distractions. Under no circumstances will a participant be permitted to appear remotely from a moving vehicle.
- Any person appearing remotely must dress and behave professionally in the same manner as if physically present in the courtroom.
- Any person appearing remotely must enable the person's camera when joining the proceeding and keep the camera turned on until instructed otherwise by the court.
- Any person appearing remotely must mute the person's microphone when joining the proceeding and keep the microphone turned off until instructed otherwise by the court.
- 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.

D. Submission of Orders and Judgments

Format:

- All proposed orders must be submitted in PDF/a format and provided to opposing counsel and any self-represented litigant.

- All proposed orders must be accompanied by a cover letter either:
(1) certifying that all parties agree to the order or (2) containing a statement identifying any disagreement of the parties as to the proposed order.
- All proposed orders should contain a service list and if there are parties who require service by mail, the order should contain the following language:

“Counsel will serve a conformed copy via U.S. Mail to the following parties”
- All proposed orders following a hearing, should be accompanied by a cover letter indicating the date of the hearing.

Submission Method:

- All proposed orders must be submitted to the court by using JAWS (Judicial Automated Workflow System)
- The judicial assistant cannot assist with JAWS troubleshooting. There is a tutorial on the Jud6.org website and a help desk at (727) 453-4357.
- 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.

E. Courtesy Copies of Case Law and Other Documents

When Required:

- The Court will review simple or short motions on the court docket, therefore sending courtesy copies is not required.
- Case Law/Hearing Materials under 100 pages may be emailed to the Court at least three days in advance of the hearing.
- Voluminous materials should be submitted as hard copies in a binder at least three days in advance.
- Any evidence that is intended to be admitted must be submitted as hard copies.

Format:

- Courtesy copies of hearing materials less than 100 pages may be submitted in Word/PDF Format to the Court via email.

- Courtesy copies of hearing materials over 100 pages must be submitted as hard copies.

Submission Method:

- Electronic courtesy copies must be submitted to the court by e-mail.
- Courtesy hard copies must be submitted to the court by U.S. mail or hand-delivered to room 202.

Deadline for Submissions:

- Courtesy copies must be submitted to the court no later than three days before any hearing or trial.

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.
- A courtesy copy of the emergency motion should be emailed to the Court.

Scheduling:

- If the court determines that an emergency exists, a hearing may be scheduled unilaterally by the court. All parties shall make themselves available for the emergency hearing, barring exigent circumstances.

G. Exhibits for Evidentiary Proceedings

Submission Method:

- Hand-deliver or mail all printed exhibits to the Judge's office.

Format:

- 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.

H. Pretrial Procedures and Conferences

Case Management Conference (CMC):

- Any party may request a CMC when a case requires.
- 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.
- The court prefers parties attempt to stipulate to a trial docket, rather than setting a CMC for that purpose only.

Status Conference:

- Any party may request a status conference when a case requires.

Requirements:

- Any request for a CMC or status conference must articulate the reasons for the necessity of the conference.

I. Setting Case for Trial

Procedure:

- File a notice that case is at issue.
- Review the Court's available trial periods, attempt to stipulate to a docket. Email the judicial assistant with the trial period selected. The judicial assistant will confirm, then provide the trial order template which Plaintiff's counsel should complete and submit through JAWS.
- If it is not possible for the parties to stipulate to a trial period, email the judicial assistant to set the matter for hearing.

Notice Period:

- The court does not set date-certain trials. After the pre-trial conference, the court will assign cases to specific days during the trial period and may assign back-up cases. Attorneys, self-represented litigants, parties, and witness need to be available for the full length of the trial period.

J. Other Division Procedures

ADA Accommodations:

- If you need an ADA accommodation, please contact ADA@Jud6.org

Information on ADA accommodations can be found on the circuit's website at the following

<https://www.jud6.org/GeneralPublic/ADAAssistance.html>

Interpreter Requests:

- If an interpreter is needed for a hearing or trial, information can be found on the circuit's website at the following:

<https://www.jud6.org/LegalCommunity/Interpreters.html>