

State of Florida  
**Sixth Judicial Circuit of Florida**  
14250 49TH STREET NORTH, SUITE J4601  
CLEARWATER, FL 33762  
(727) 847-8161  
FAX: (727) 582-7438

SHAWN CRANE  
CHIEF JUDGE

LOUISE SMITH  
JUDICIAL ASSISTANT

**Judicial Practice Preferences**

***Communication.***

Preferred communication is via e-mail with Judge Crane's Judicial Assistant, at [lsmith@jud6.org](mailto:lsmith@jud6.org).

***Scheduling.***

Please contact the Judicial Assistant by e-mail to obtain hearing dates, the Chief Judge's calendar is held at the Pinellas County Justice Center in Courtroom 1. Dates provided by the Judicial Assistant are not "held" so it is imperative to confirm hearing dates as soon as agreed upon by the parties.

***In Person v. Zoom Hearings.***

All hearings shall be in person, unless a Zoom appearance is approved in advance. The Justice Administrative Commission (JAC) may appear via Zoom.

If you are appearing via Zoom, please make sure your connection is stable. Please use your best efforts to instruct your clients of this requirement as well.

***Orders.***

Motions for Attorney's Fees, Due Process Costs, or Related Expenses may be sent via e-mail or uploaded to JAWS, please include a copy of the e-filed motion, response from the JAC and proposed order.

Please email urgent or time sensitive orders to the Judicial Assistant or, if uploaded to JAWS, please notify the Judicial Assistant and the order will receive prompt attention.

***E-filing.***

The Court does not receive notice of motions or filings. If you wish the Court to review a filing prior to a hearing, please email it to the Judicial Assistant.