

# Judge Jennifer Dubbeld

## Judicial Practice Preferences

Divisions: 30, 31, 40 and 41

Judicial Assistant: Donna Belcher

[dbelcher@jud6.org](mailto:dbelcher@jud6.org)

(727) 847-8172 Office Telephone Number

352-218-7041 Hearing Line Number

Mailing address: 7530 Little Road, Room 216, New Port Richey, FL 34654

Hearing Room address: 7530 Little Road, Hearing Room 2-H, New Port Richey, FL 34654

### 1. **COMMUNICATION**

Preferred communication is via email with Donna Belcher, Judge Dubbeld's Judicial Assistant, at [dbelcher@jud6.org](mailto:dbelcher@jud6.org). You may also call the office at 727-847-8180.

### 2. **SCHEDULING**

Please contact the Judicial Assistant by email or phone to obtain hearing dates.

### 3. **ORDERS**

It is the Court's preference that proposed orders are to be uploaded into JAWS (Pasco). Please include a cover letter and a copy of the motion. These documents must be uploaded in PDF-A format. If they are not, they will be rejected.

The Judicial Assistant is unable to assist you with JAWS troubleshooting. Should you require technical assistance at any time during this process, please contact the Pinellas County Business Technology Services Operations Center at 727.453.4357 or via email at [supportctr@pinellascounty.org](mailto:supportctr@pinellascounty.org).

### 4. **IN PERSON OR ZOOM HEARINGS:**

All hearings shall be in person, unless a Zoom appearance is approved in advance by the Court.

## **5. WAIVER OF APPEARANCE**

The Defendant must be present at all Court hearings. In the event that there is an emergency, the Defendant must contact his/her attorney **and** the Court's JA to request a waiver of his/her presence. The Court may request proper documentation of said emergency prior to waiving the Defendant's appearance.

## **6. WITHDRAWAL OF COUNSEL**

The Court will consider proposed orders for withdrawal of counsel if accompanied by stipulations for same signed by all the parties. Otherwise, a motion and hearing will be required and the attorney asking to withdraw will need to appear in person.

## **7. 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.