

**Honorable Judge Rebecca L. Hamilton**  
545 First Avenue North, Room 412, St. Petersburg, FL 33701  
Judicial Practice Preferences • Circuit Civil / Section 13  
Phone (727) 582-7436

**Jennifer A. Johnson, Judicial Assistant**

Preferred method of communication: Email at [Section13@jud6.org](mailto:Section13@jud6.org)

*Always copy opposing counsel(s) on correspondence to the Court.*

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**2025 Foreclosure UMC Calendar 5-MINUTE HEARINGS \*STARTING  
DECEMBER 2025 HEARINGS VIA ZOOM.**

October 15, 2025	3:00pm	March 10, 2026	3:00pm
November 19, 2025	3:00pm	April 14, 2026	3:00pm
*December 3, 2025	3:00pm		
January 28, 2026	3:00pm		
February 18, 2026	3:00pm		

**2025 Foreclosure Non-Jury Trial Calendar IN PERSON**

November 20, 2025	3:00pm
December 18, 2025	3:00pm
January 21, 2026	3:00pm
February 11, 2026	3:00pm
March 11, 2026	3:00pm
April 15, 2026	3:00pm
May 13, 2026	3:00pm

**Jury Trial Weeks for 2025-2026** 2026-PRE-TRIAL CONFERENCES ARE IN PERSON

<u>Jury Trial Week</u>	<u>Pretrial Conf. Date</u>	<u>Calendar Call</u>
October 20, 2025	09/08/25 & 09/09/25	10/10/25 & 10/17/25
November 3, 2025	09/29/25 & 09/30/25	10/31/25
December 8, 2025	10/27/25 & 10/28/25	11/21/25 & 12/05/25
January 12, 2026	12/01/25 & 12/02/25	01/08/26 & 01/09/26
February 2, 2026	12/15/25 & 12/16/25	01/23/26 & 01/30/26
February 23, 2026*	01/05/06 & 01/06/26	02/13/26 & 02/20/26
May 18, 2026*	04/06/26 & 04/07/26	05/08/26 & 05/15/26
July 20, 2026*	06/08/26 & 06/09/26	07/10/26 & 07/17/26
August 24, 2026*	07/13/26 & 07/14/26	08/14/26 & 08/20/26
October 19, 2026*	09/08/26 & 09/15/26	10/09/26 & 10/16/26

\*Two-week trial docket

## **TABLE OF CONTENTS:**

<b>HYPERLINKS TO TEMPLATES/AO'S</b>	<b>PAGE 3</b>
<b>PRO-SE/SELF HELP LITIGANTS</b>	<b>PAGE 4</b>
<b>SCHEDULING PROCEDURES</b>	<b>PAGE 5</b>
<b>HEARING PROCEDURES</b>	<b>PAGE 6</b>
<b>HEARING PROCEDURES CONT'D</b>	<b>PAGE 7</b>
<b>TRIAL WEEK SCHEDULE/ TRIAL/PRETRIAL CONF. ORDERS</b>	<b>PAGE 8</b>
<b>MOTION TO CONTINUE TRIAL</b>	<b>PAGE 8</b>
<b>SUBMITTING ORDERS</b>	<b>PAGE 9</b>
<b>AO 2020-012 MOTION RE: WRITTEN SUBMISSION</b>	<b>PAGE 10</b>
<b>CASE MGMT/RESOLUTION &amp; COURT TECHNOLOGY.</b>	<b>PAGE 11</b>
<b>COURT INTERPETER SERVICES</b>	<b>PAGE 12</b>
<b>MORTGAGE FORECLOSURE AND CASE PROCEDURE</b>	<b>PAGE 13</b>

## **TEMPLATES/AO'S HYPERLINKS**

- [ADMINISTRATIVE ORDER 2025-006](#)
- [GENERAL TRACK CMO ORDER](#)
- [STEAMLINED TRACK CMO ORDER](#)
- [CASE MANAGEMENT CONFERENCE ORDER](#)
- [ORDER SETTING JURY TRIAL AND PRE-TRIAL CONFERENCE](#)
- [UNIFORM PRE-TRIAL CONFERENCE ORDER \(JURY TRIAL\)](#)
- [ORDER SETTING NON-JURY TRIAL & PRE-TRIAL CONFERENCE](#)
- [UNIFORM PRE-TRIAL ORDER \(NON-JURY TRIAL\)](#)
- [ORDER TO SHOW CAUSE](#)
- [UNIFORM FINAL JUDGEMENT OF FORECLOSURE](#)
- [NOTICE REGARDING SCHEDULING OF EXPERT WITNESSES FOR NON-JURY TRIAL  
TESTIMONY TO BE SERVED WITH TRIAL SUBPOENAS](#)
- [PRO-SE DESIGNATION OF EMAIL ADDRESS FORM](#)
- [JAWS USER MANUAL](#)

## HELP FOR PARTIES WITHOUT ATTORNEYS:

### BASIC INFORMATION FOR UNREPRESENTED (PRO-SE) LITIGANTS IN CIVIL CASES (NON-FAMILY)

<https://www.jud6.org/GeneralPublic/RepresentingYourself/Basic-Information-for-Unrepresented-Litigants-in-Civil-Cases-2022-07-20.pdf>

**The Judicial Assistant CANNOT answer legal questions, or “explain” things to the Judge. Your opportunity to speak to the Judge happens in Court only.**

- Any case-related arguments, explanations, or supporting details submitted by email **are not reviewed by the Judge.**
- To ensure fairness and compliance with judicial procedures, the **Judicial Assistant is unable to forward or present emails to the Judge** that attempt to address the merits of a case.
- [SECTION13@JUD6.ORG](mailto:SECTION13@JUD6.ORG) EMAIL ADDRESS is intended strictly for scheduling and administrative matters, not for the submission of arguments or case-related correspondence.
- If you need assistance with filing, please contact the Clerk’s office directly or visit the Court’s website for instructions and resources available to self-represented parties:  
<https://www.mypinellasclerk.gov/Self-Help>
- Clerk of the Court has a Self-Help Program for self-represented litigants in Pinellas County Courthouses, Clearwater or St. Petersburg. Locations:  
<https://www.mypinellasclerk.gov/Home/Contact-Us>
- 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 (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 2025-033](#) and the [Sixth Judicial Circuit Local Rules](#).*

**Hearings in Section 13 are requested directly on JAWS. JAWS Instructions for attorneys: [PinellasJAWSAttorneyNov2021Final version.pdf](#)**

**NOTE: Hearings of one (1) hour or longer in duration will be held in-person.**

**If trial has been scheduled and a dispute exists that can delay the trial, parties may request a special set time to address the dispute by emailing the judicial assistant at [section13@jud6.org](mailto:section13@jud6.org) with case name/style/number and cc all parties.**

**If you are requesting hearing time longer than 1 hour, please request a CMC hearing in JAWS. Judge Hamilton will provide dates/times for request.**

- **Hearing Requests:**
  - Do not e-file a Notice of Hearing or email the Judicial Assistant until your request has been approved.
  - The JA will process requests and calendar hearing.
  - Outlook invitations and JAWS confirmation will only be sent **to parties case associated in JAWS.** \*Note JA does not have access to update/edit names/emails in JAWS.
- **Case Management Conferences:**
  - Please schedule using the 15-minute CMC docket in JAWS.
- **Scheduling Procedures:**
  - Hearings of 15, 30 and 60 minutes may be requested directly in JAWS.
  - Hearings of **60 minutes or more are held IN PERSON**
  - For 30-, 45- or 60-minute hearings, you may combine adjacent time slots after coordinating with the Judicial Assistant.
- **Notification Requirements:**
  - The moving party must ensure that all counsel/associated parties are in the JAWS database to receive scheduling notifications.
  - If you are a lawyer and are still receiving JAWS notifications for a case you are no longer associated with, then it is your responsibility to remove your email address from that case in the JAWS database.
  - Do not send JA request to “remove” attorneys in JAWS. Access is not authorized and must be handled by a movant party.
- **Cancellation of Hearings:**
  - Cancellations **must** be emailed to [section13@jud6.org](mailto:section13@jud6.org). Simply canceling in JAWS does not remove hearings from the Court’s docket. See NOC guidelines page 6.

## Hearing/Document Procedures

- **E-filing of Documents:**
  - All necessary hearing documents must be e-filed.
  - Hearing documents are NOT to be uploaded to JAWS or **emailed**.
  - Case law may be e-filed under a Notice of Filing.
- **Documents:**
  - All documents to be considered at any hearing, evidentiary, including trial, must be EXCHANGED with opposing counsel or opposing pro se party, at **least five (5)** business days prior to the hearing.
  - E-mailing of documents **will not** be accepted. Photos and videos may be emailed or sent via Drop-Box. **No thumb drives will be accepted.**
  - Judge and Judicial Assistant do not have access to color printers. Any photo/document where image/items need to be original or in color, party must provide opposing counsel and Judge **5 (five)** days prior to hearing.
  - If documents, including Memorandum's with exhibits **exceed 20 pages**, please provide a hard copy/binder to the Court. US Mail/Fed Ex/UPS or Hand Delivery is acceptable
- **Telephonic Conference Call:** Title the NOH as "Telephonic" and include below:
  - Dial-in: 978-990-5330
  - Access Code: 5156986#
- **Zoom Hearings:**
  - JA will provide all Zoom information in an Outlook Invite when scheduled; the attorney responsible for filing the NOH, shall include the Zoom meeting ID and Password, and provide copies to all parties.
  - Zoom meeting ID and password are case specific. They cannot be used for any other hearing.
- **In Person Hearings:**
  - Required for all Non-Jury Trials
  - Evidentiary Hearings
  - Matters and hearings requested/scheduled for **one hour or more.**
  - Matters and hearings of one hour or more **scheduled by Judge Hamilton.**
- **CMCs:**
  - If the case is ready for trial, e-file all necessary motions and request a hearing either on the CMC docket or any 15-minute hearing in JAWS.
  - CMC hearings are held via Zoom. Parties need to have calendars available to discuss all deadlines/dates.
  - Judge Hamilton sets every case for trial during CMC hearings
  - Please do not submit the proposed Order with trial dates unless a CMC hearing has happened or Judge Hamilton has instructed you to do so.
- **Notices of Hearing:** Notice of hearing **must** include:
  - 1. Title/Name of Motion to be heard. Date Motion was filed. Docket/Line entry #
  - 2. Names of counsel and whom they represent.
  - 3. Any notice of filings or memorandums of filings documents/case law. Date filed, Docket/Line # and how many pages. (Page 4 of our practice requirements explain how documents are to be submitted.)

- 4. Any response/replies/answers from OC and dates filed, Docket/Line entry #, along with notices of filings or memorandums of filings documents/case law.
- 5. 15 days prior to hearing date, provide any filed Amended NOH to ensure matters noticed are clear.
- 6. 5 days prior to hearing, anything Judge will need for the hearing must be provided. Page 4 of practice requirements details document procedures.
- **Canceling Hearings:**
  - Trials, Pretrial Conferences, Calendar Calls, Case Management Conferences (CMC) when there is no existing CMC order in the Court file cannot be canceled.
  - Canceling hearing in JAWS does not remove from the Court's docket.
  - Email judicial assistant at [section13@jud6.org](mailto:section13@jud6.org) with courtesy copy of filed NOC.
    - Indicate if OC was advised of cancelation and their position.
  - NOC **must** include the reason for cancelation. Cancelation will not be processed if NOC does not contain reason.

**Re: Telephonic hearings:** Please do not put the physical courthouse address on the notice of hearing, as this matter will only be heard telephonically using Judge Hamilton's conference call # 978-990-5330 Access code 5156986#. If you cannot get through to the conference call line try using a different cell phone or landline. Please title the notice as "Telephonic Notice of Hearing" so it is clear to all parties not to appear in-person, please be sure to confirm this with any pro se parties since we have had instances where they appear in person at the courthouse.

This number will be used for all telephonic hearings. When you join the call it's possible another hearing is in progress so please mute your line and do not place the call on hold because that will activate hold music that all the other participants will hear. Please call in at your scheduled hearing time and not 5 or more minutes prior to avoid too many parties on the line at once.

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## **Trial Week Schedule:**

- **Pre-trial Conference (PTC) Schedule:** Conferences are set at adjacent 30-minute intervals starting at 9:00 a.m. The Judge or Judicial Assistant schedules these conferences. Please ensure the correct time is included in your trial order.
- **2025 PTC's will be conducted via Zoom/ 2026 PTC's conducted in person.**
  - Zoom information will be provided to parties when scheduled.
- **Trial Calendar Calls:**
  - Telephonic calendar calls will be held at 9:00 a.m. on the scheduled date.
    - 1-978-990-5330 Access Code 5156986
  - **Five (5) days prior** to “calendar call”, email courtesy copies of filed proposed jury instructions and verdict form in a Word Format to the Judicial Assistant at [section13@jud6.org](mailto:section13@jud6.org). Applies to Non-Jury Trials and Jury Trials.
  - **2026 Calendar Calls will be conducted via Zoom.**
- **Motions in Limine:** MIL's not previously addressed will be heard after calendar call.
  - If a hearing is needed to address MIL's prior to trial, and JAWS shows no availability, please email JA for special set times. Email must have case #/style and duration of hearing requested. All parties must be cc'd.
  - Motions in Limine **must comply with CMC and PTC Orders**, being served no later than 30 days before PTC to OC and the Court.

## **Submitting an Order Setting Jury Trial and Pretrial Conference Orders**

- [AO 2025-012](#) Jury Trial and [AO2025-013](#) Non-Jury Trial Order
  - \*Note there are 2 (two) Orders in AO's.
    - Order Setting Trial and Pretrial Conference
    - Uniform Order Setting Pretrial and Trial.
- To receive via Word Format, you may email the JA at [section13@jud6.org](mailto:section13@jud6.org) to request the templates.
- Input all necessary information, including names and dates. CMC dates/deadlines to be used when completing the Order Setting Trial and PTC.
- If a Pretrial Conference time was not provided by the Court, you must schedule a Case Management Conference (CMC) for the Judge to approve the request for a Pretrial Conference.
- Include agreed-upon deadlines or deadlines already ordered by Judge Hamilton.
- Submit the proposed Uniform PTC order to [section13@jud6.org](mailto:section13@jud6.org) at least 3 days prior to the pre-trial conference.
- After all parties agree, upload the proposed trial orders to **JAWS in PDF format** for Judge Hamilton's review and signature. Be sure to include a separate cover letter.

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**Motions to Continue Trial:** Must comply with Rule 1.460 and be set for hearing.



## Submitting Orders

- Submit AGREED UPON orders only via **JAWS in PDF format**. Include a cover letter indicating whether the opposing party agrees with the proposed order and ensure all parties are copied on the correspondence. **Please allow up to 15 days for non-emergency matters to be reviewed in JAWS, thank you.**
- If the order is not agreed upon, DO NOT SUBMIT IT TO JAWS, but rather provide competing orders in Word format to the Section. Please redline to easily identify differences.
- The Judicial Assistant cannot assist in walking through the upload of documents.
- See [PinellasJAWSAttorneyNov2021Final version.pdf](#) for JAWS instructions for attorneys.

## Motions Decided on Written Submissions-Civil Division

### **ADMINISTRATIVE ORDER NO. 2020-012 PA/PI-CIR**

#### **MOTIONS **WITHOUT** HEARING (AO 2020-012)**

##### **Read below procedures**

In addition to motions that have been customarily considered ex parte (e.g., motions for judicial default, motions to compel pursuant to Administrative Order 2013-005, etc.), certain other motions may be decided based solely upon written submissions pursuant to ADMINISTRATIVE ORDER 2015-056 and ADMINISTRATIVE ORDER 2020-012. As provided by the AOs, after being served with such motions, the nonmoving opposing party shall have 15 days to file any written response, after which the court may rule without further notice or hearing.

The following motions shall generally be considered on written submissions:

- ✓ Motions for Default
- ✓ Motions to Withdraw (must comply with Fla.R.Jud.Admin. 2.505)
- ✓ Motions to Compel
- ✓ Motions to Strike
- ✓ Motions for Extension of Time
- ✓ Motions to Dismiss
- ✓ Motions for Substitution of Counsel (must comply with Fla.R.Jud.Admin. 2.505)
- ✓ Motions for Substitution of Party Plaintiff
- ✓ Motions to Substitute Counsel (must include client consent)
- ✓ Motions to Add Party, Motions to File Amended Complaint
- ✓ Motions to Continue Non-Jury Trials

Parties may, by stipulation only, waive hearing on other non-evidentiary motions and request the court rule on written submissions alone. Conversely, parties may by stipulation, or motion, request oral argument on any motion otherwise subject to this procedure. The court will consider such requests without hearing and advise the parties if a hearing should be scheduled.

#### **Procedures:**

File and serve motions without contacting the court initially. When **fifteen (15) days have passed** after service on opposing parties, **then send to the court** *via* US Mail, UPS, FedEx or upload via JAWS. Do not email them to the Court.

1. A cover letter in compliance with AO 2020-012. A copy to all opposing party(s). Please include the **date** this motion was sent to opposing counsel.  
\*Failure to comply with Attachment "A" in the AO will result in a denial without prejudice.
2. A courtesy copy of the motion
3. Any supporting material of record not filed with the Clerk via the e-portal
4. Copies of any material served in response by another party
- 5. A PROPOSED ORDER**
6. Self-addressed stamped envelopes with conforming copies for all parties.

## Case Management and Resolution

The Florida Supreme Court's **Administrative Order [AO2025-006](#)** outlines the mandatory case management process.

- Review the administrative order [AO2025-006](#).
  - Streamlined or General Track Order's to be submitted via JAWS for judicial review.
  - Judge and Judicial Assistant do not issue summons nor speak with law enforcement regarding summons.
  - The Clerk of Court's office can be contacted for questions regarding summons: 727-464-7000
  - All cases without a Case Management Order (prior to 1/1/25) must have a CMC Order signed by 4/4/25.
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## **COURT TECHNOLOGY GUIDELINES**

### **Courtroom Technology Guidelines:**

Court Technology has issued new guidelines regarding the use of laptops or other devices for presenting materials in court. Attorneys intending to use such devices must contact the Court Technology Office to schedule a testing and training session.

### **Important Notes:**

- All devices intended for use in court must be brought to the testing session to ensure compatibility with the courtroom presentation system.
- To schedule a testing and training session, contact the Court Technology Office at **(727) 453-7928**.

This requirement is essential to avoid technological delays during court proceedings.

### **Equipment Reservations:**

To schedule a video conference or reserve courtroom equipment for a trial or hearing, please also call **(727) 453-7928**. Equipment reservations should be made at least **seven (7) days** in advance of the proceeding.

If you plan to use the Nomad evidence presentation system, please ensure the person operating it has received training. Training can be scheduled by contacting the same number. When reserving equipment, please be prepared to provide all relevant details, including the courtroom location and the time of the hearing.

## **COURT INTERPRETER SERVICES**

**Per directive of the Chief Judge, interpreters provided and paid for by the Courts are to interpret on-the-record proceedings only.**

Please submit interpreter requests at our Sixth Judicial Circuit's [www.jud6.org](http://www.jud6.org) website for **(Court Events/Hearings such as Arraignments, Pre-Trials)** as far in advance as possible; but, preferably seven (7) business days prior to the court appearance or court activity. **Any requests not made prior to seven (7) business days before the scheduled court appearance or court activity cannot be guaranteed to have a Spoken Language Court Interpreter and/or Sign Language Interpreter present.** In the case of certain languages of lesser diffusion and due to high demand, more time may be necessary to arrange for a qualified interpreter.

If for any reason, court appearance or court activity postponed and or cancelled, please notify our office via e-mail at [interpreterpinellas@jud6.org](mailto:interpreterpinellas@jud6.org) as far in advance as possible or at least 36-48 hours prior, to avoid cancellations fees due to the interpreters if applicable.

Please submit interpreter requests at our Sixth Judicial Circuit's website: [www.jud6.org](http://www.jud6.org) for **Trial** as far in advance as possible; **interpreter requests for Trials should be submitted when trial set, upon trial being set and/or at least thirty (30) days prior to Trial** to allow AOC sufficient time to schedule, coordinate and secure team coverage required. **IF, for any reason Trial postponed and/or cancelled please notify AOC immediately.** **Any request not submitted properly prior to Trial cannot be guaranteed to have a Spoken Language Court Interpreter and/or Sign Language Interpreter present.** In the case of certain languages of lesser diffusion and due to high demand, more time may be necessary to arrange for a qualified interpreter.

## **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 any written response, after which the court may rule without further notice or hearing.

**FORECLOSURE UMC HEARINGS:** ALL FORECLOSURE UMC HEARINGS ARE HEARD VIA TELEPHONE BY CALLING: 978-990-5330; Access Code: 5156986. THESE ARE 5 MINUTE HEARINGS 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 FORECLOSURE 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 Rebecca Hamilton, 545 1<sup>st</sup> Avenue N., Room 412, St. Petersburg, FL 33701 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 (NOT BY EMAIL).

**Foreclosure 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 Rebecca Hamilton, 545 1<sup>st</sup> Avenue N., Room 412, St. Petersburg, FL 33701 via US MAIL/FEDEX/UPS/COURIER (**NOT BY EMAIL**) and must be received by the Judge's office at least five (5) business days prior to the hearing.

**ALL FORECLOSURE MOTIONS FOR SUMMARY JUDGMENTS THAT ARE LESS THAN 5 MINUTES 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, proposed Order Scheduling Non-Jury Trial (**SEE PAGE 6**), and sufficient copies of the order and postage-paid envelopes for all parties. Send the above via US Mail to Judge Rebecca Hamilton, 545 1<sup>st</sup> Avenue N., Room 412, St. Petersburg, FL 33701. The date and time will be set by the JA.

**PLEASE MAKE SURE YOUR COVER LETTER STATES HOW LONG YOU WILL NEED FOR THE NON- JURY TRIAL.**