

## Practice Requirements

Judge Kemba Lewis-Division B, J4, and J8

Judicial Assistant: Ellice Tousey

(352) 521-4262- Office Telephone Number

(727) 834-3719- Hearing Line Number

Section email: [CrCivE2@jud6.org](mailto:CrCivE2@jud6.org)

Mailing and Hearing Address: 38053 Live Oak Avenue, Suite 106-A, Dade City,  
FL 33523

**IF YOU DO NOT HAVE A LAWYER:** The Judicial Assistant cannot answer your legal questions, and will not explain your situation to the Judge. Your opportunity to speak to the Judge happens in Court only. You may wish to consult an attorney about your case. The following is a list of self-help resources:

-Bay Area Legal Services 1-800-625-2257

-Pasco Law Library, Robert D. Sumner Judicial Center, 38053 Live Oak Avenue,  
Dade City, FL 33523

-Pasco Clerk of Court, 38053 Live Oak Avenue, Dade City, FL 33523

[www.jug6.org/generalpublic/representingyourselfincourt](http://www.jug6.org/generalpublic/representingyourselfincourt)

[www.pascoclerk.com](http://www.pascoclerk.com)

[www.flcourts.org](http://www.flcourts.org)

### **SETTING HEARING TIME:**

This section does not schedule hearings via JAWS.

Motions must be filed with the Clerk of Court and sent to opposing counsel/self-represented party prior to scheduling a hearing.

You may contact the Judge's Judicial Assistant at [CrCivE2@jud6.org](mailto:CrCivE2@jud6.org)  
or 352-521-4262 to obtain hearing dates and times.

Hearing times are not reserved, and the calendars fill quickly.

Until the motion(s) appear as filed on the Clerk's docket, you cannot set the matter for a hearing.

All hearings must be coordinated with opposing counsel prior to confirming your hearing date and drafting your notice of hearing.

Once all parties have agreed upon a hearing date and time, you will need to email the Judicial Assistant to confirm.

Your hearing will not be calendared until the Judicial Assistant has received confirmation that all parties have agreed to the selected date and time.

Doing a Notice of Hearing is not confirmation that a hearing is set.

You must receive confirmation from the JA that the hearing has been set.

The notice of hearing should be filed within 24 hours of securing the date and time and served on all parties on the service list

**After a hearing is set:** If an attorney or self-represented party wishes to add, delete, or otherwise change the matters to be heard at a set hearing, the parties/attorneys involved and the Judicial Assistant must be notified and in agreement. **There will be no cross-noticing allowed unless it has been coordinated through the Judicial Assistant. If you do not coordinate with the Judicial Assistant the motion will not be heard.**

**If the case settles, please call or email the Judicial Assistant to cancel any hearings or Trial that may be scheduled.**

**Cancellations:** Only the party that set a hearing may cancel that hearing. If both parties have scheduled a hearing on the same date and time, all parties must agree to the cancellation. The Judicial Assistant must be notified by telephone or email in a timely manner and a Notice of Cancellation of Hearing should be filed with the Court with a courtesy copy sent to the Judicial Assistant.

**METHOD OF HEARING (TELEPHONIC, IN-PERSON OR ZOOM):**

Hearings 15 minutes or less will be done telephonically. Hearings longer than 15 minutes will be done by Zoom.

If you want to appear in-person, that is permitted, please inform the JA.

Evidentiary hearings should be conducted in person or via zoom.

When the line picks up you will hear dead air, stay on the line until your case is called. If more than a few minutes has passed and the Judge does not come on the line, the JA can be contacted to ensure that there is not a problem with the hearing line (352-521-4262).

### **HEARING MATERIALS:**

Hearing materials should be submitted for lengthy motions/binders, exhibits or case law.

Hearing Materials should be submitted at least three days in advance, hard copies via postal mail (or physical drop off).

The Judicial Assistant does not usually accept hearing materials via email (unless time sensitive).

### **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.

### **MOTIONS CONSIDERED WITHOUT A HEAIRNG:**

Rulings on all motions submitted *ex parte* are at the discretion of the Judge reviewing the motions and orders.

The proposed order may be uploaded in to JAWS along with a cover letter asking the Judge to rule *ex parte*.

The Court requires that all proposed orders contain a cover letter stating that opposing counsel/pro se party has reviewed the proposed order and does not object.

If no cover letter is provided indicating approval by the opposing side, the Court may take no action.

The following is a non-exhaustive list of motions that may be submitted *ex parte*:

- Motion to Compel Initial Discovery
- Stipulated/Agreed Orders
- Motions for Substitution of Counsel
- Motions to Withdraw (with signed consent from client)
- Motions for Extension of Time to Serve
- Motion to Reset Foreclosure Sale
- Motion to Vacate Final Judgement
- Motion to Recuse/Disqualify
- Motion to Appoint Guardian Ad Litem/ Attorney Ad Litem

- Motion for writ of Possession
- Motion for Rehearing/ Reconsideration

### **SUBMITTING PROPOSED ORDERS:**

It is the Court's preference that proposed orders be uploaded to JAWS (Judicial Automated Workflow System). Once your order is uploaded it will either be reviewed and signed with Judge Lewis' electronic signature or rejected with an explanation.

You must upload an explanatory cover letter and every proposed order must state whether opposing counsel has agreed to the form and content. All documents are to be uploaded as PDF Documents.

Orders submitted following a hearing should state that fact including the date of the hearing.

Electronically conformed copies will only be provided to the email addresses which have been properly associated to the case in JAWS. It is the responsibility of the party uploading a proposed order to confirm that all email addresses have been added to JAWS. The Clerk and JA **DO NOT** maintain the associated party database.

**\*\*If there are any parties without an email service address, it is the responsibility of the party submitting the order to serve those parties via U.S. Mail. The following language should be included on the service list: "Plaintiff/Defendant will serve a conformed copy via U.S. Mail to the following:"**

The Judicial Assistant cannot assist you with JAWS troubleshooting. You may review the webpage: <http://www.jud6.org/legalcommunity/JAWS/howto.html> or contact the JAWS help desk at 727-453-4357 for assistance.

Any order or judgment which requires a sale date be filled in by the clerk, must be submitted as a hard copy package with sufficient copies and stamped addressed envelopes to the service list.

### **EMERGENCY HEARINGS:**

All Emergency Motions must be filed with the Clerk of Court for determination of emergency status.

The Court does not receive a notification form the Clerk when an Emergency Motion (or any motion) is filed. You must provide our office with a courtesy copy to bring it to the court's attention. You can do this by emailing a copy of the motion to the JA with EMERGENCY MOTION in the subject line.

Opposing counsel/party is to be provided with a copy of the emergency Motion in the same manner as the court.

The Court will then determine if the matter is deemed an emergency.

## **CIVIL JURY TRIALS, CIVIL NON-JURY TRIALS AND FORECLOSURE TRIALS**

Jury trial dockets are available below. Foreclosure trial dates are available upon request.

You may contact the Court to request a trial date once the notice (that case is at issue) has been filed. It is the court's preference that the parties attempt to stipulate to a trial docket. A CMC can be set if the parties have made an attempt but were unsuccessful.

Email the JA with the selected trial date to receive further instructions.

Judge Lewis  
2022 Trial Calendar

January 10, 2022 (1 week)

February 7, 2022 (1 week) PTC: January 5, 2022- Calendar call: February 4, 2022

March 7, 2022 (1 week) PTC: January 31, 2022- Calendar call: March 4, 2022

April 4, 2022 (2 week) PTC: February 28, 2022- Calendar call: March 30, 2022

May 9, 2022 (1 week) PTC: March 28, 2022- Calendar call: May 4, 2022

June 6, 2022 (1 week) PTC: May 2, 2022- Calendar call: June 1, 2022

August 8, 2022 (1 week) PTC: June 27, 2022- Calendar call: August 4, 2022

September 6, 2022 (2 week) PTC: August 4, 2022- Calendar call: August 31, 2022

November 7, 2022 (1 week) PTC: October 27, 2022- Calendar call: November 4, 2022

December 5, 2022 (1 week) PTC October 31, 2022- Calendar call: December 2, 2022

Judge Lewis  
2023 Trial Calendar

January 9, 2023 (1 week) PTC: December 12, 2022- Calendar call: January 4, 2023

February 6, 2023 (1 week) PTC: January 3, 2023- Calendar call: February 1, 2023

March 6, 2023 (1 week) PTC: January 30, 2023- Calendar call: March 1, 2023

April 10, 2023 (1 week) PTC: February 27, 2023- Calendar call: April 5, 2023

May 1, 2023 (2 weeks) PTC: March 27, 2023- Calendar call: April 26, 2023

June 5, 2023 (1 week) PTC: April 24, 2023- Calendar call: May 31, 2023

July 10, 2023 (1 week) PTC: May 30, 2023- Calendar call: July 5, 2023

August 14, 2023 (1 week) PTC: July 17, 2023- Calendar call: August 11, 2023

September 11, 2023 (2 weeks) PTC: August 7, 2023- Calendar call: September 6, 2023

October 9, 2023 (1 week) PTC: September 5, 2023- Calendar call: October 4, 2023

November 6, 2023 (1 week) PTC: October 2, 2023- Calendar call: November 1, 2023

December 11, 2023 (1 week) PTC: October 30, 2023- Calendar call: December 6, 2023