

Judicial Practice Preferences

Honorable Judge Kemba Lewis-Division H, J3, J7 and Q3

Judicial Assistant: Ellice Tousey

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Mailing Address: 7530 Little Road, Room 312, New Port Richey, FL 34654

Overnight mail should be sent to room 201 (Court Administration) instead of room 312

Hearing Address: 7530 Little Road, Hearing Room 2J, New Port Richey, FL 34654

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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:

www.jud6.org/generalpublic/representingyourselfincourt

www.pascoclerk.com

www.flcourts.org

I. SCHEDULING HEARINGS:

- This section does not schedule hearings via JAWS.
- You may contact the Judge's Judicial Assistant at CrCivW2@jud6.org or 727-847-8180 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.

II. 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, the Zoom information is provided by the JA.
- 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.

III. 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) and should include a copy of the notice of hearing, a courtesy copy of the motion and any applicable case law.
- The Judicial Assistant does not usually accept hearing materials via email (unless time sensitive).

IV. 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.

V. 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

VI. SUBMITTING ORDERS IN JAWS:

- 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.

VII. EMERGENCY HEARINGS:

- If you feel that you require a hearing date earlier than what is shown as available on the hearing list, contact the JA via email with the details of your situation. We will do our best to accommodate true emergencies.
- 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. The court may set up a telephonic hearing or rule without a hearing.

VIII. CIVIL JURY TRIALS, CIVIL NON-JURY TRIALS AND FORECLOSURE TRIALS

- 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.
- Jury trial dockets are available below. Foreclosure trial dates are available upon request.
- Email the JA with the selected trial date to receive further instructions.
- For Non-Jury trials please email the JA at CrCivW2@jud6.org

Judge Lewis
2025 Jury Trial Calendar

May 19, 2025 (1 week) PTC: April 21, 2025- Calendar call: May 14, 2025
June 16, 2025 (1 week) PTC: May 12, 2025- Calendar call: June 11, 2025
August 25, 2025 (1 week) PTC: July 28, 2025- Calendar call: August 20, 2025
September 2, 2025 (2 week) PTC: July 28, 2025- Calendar call: August 20, 2025
October 27, 2025 (3 week) PTC: September 29, 2025- Calendar call: October 22, 2025
December 1, 2025 (1 week) PTC: October 20, 2025- Calendar call: November 19, 2025

Judge Lewis
2026 Jury Trial Calendar

January 26, 2026 (1 week) PTC: December 29, 2025 - Calendar call: January 21, 2026
February 23, 2026 (1 week) PTC: January 20, 2026 – Calendar call: February 18, 2026
March 23, 2026 (2 week) PTC: February 16, 2026- Calendar call: March 11, 2026
April 20, 2026 (1 week) PTC: March 9, 2026 – Calendar call: April 15, 2026
May 18, 2026 (1 week) PTC: April 13, 2026- Calendar call: May 13, 2026
June 15, 2026 (1 week) PTC: May 11, 2026- Calendar call: June 10, 2026
July 20, 2026 (1 week) PTC: June 22, 2026- Calendar call: July 14, 2026
August 17, 2026 (2 week) PTC: July 13, 2026- Calendar call: August 12, 2026
September 14, 2026 (1 week) PTC: August 3, 2026- Calendar call: September 9, 2026
October 19, 2026 (3 week) PTC: September 22, 2026- Calendar call: October 14, 2026
December 7, 2026 (1 week) PTC: November 9, 2026- Calendar call: December 2, 2026