

# Judicial Practices and Procedures

*(Last modified: March 2026)*

**Thomas Ramsberger**, Circuit Judge

Valerie McGivern, Judicial Assistant

## **Contact Information**

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## **A. Communications with the Judicial Office**

### **Method of Communication:**

- All communications to the judicial office must be submitted by e-mail to [section19@jud6.org](mailto:section19@jud6.org). The subject line of any e-mail to the judicial office must contain the case number and case name.

### **Ex parte Communications:**

- All communications with the judicial office must comply with Canon 3 of the Code of Judicial Conduct, which prohibits a judge from initiating, permitting, or considering ex parte communications and from considering other communications outside the presence of the parties concerning a pending or impending proceeding, unless authorized by law. All parties must be copied on any e-mail directed to the judicial office, unless an ex parte communication is authorized by law.

### **Unsolicited Communications:**

- Please be advised that any case-related arguments, explanations, or supporting details submitted by email are not reviewed by the Judge. Only properly filed motions, responses, or pleadings submitted through the

Clerk's office in compliance with court rules will be considered. To ensure fairness and compliance with judicial procedures, I am unable to forward or present emails to the Judge that attempt to address the merits of a case. As the Judicial Assistant, I also cannot file pleadings on behalf of any party. Additionally, please note that all parties must be copied on any emails to the Court. My email 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. Thank you for your understanding and cooperation.

**E-Filing Portal and JAWS Contact Information:**

- All attorneys and self-represented litigants must make and receive service by e-mail, which is generally through the Florida Courts E-Filing Portal, unless excused. Fla. R. Gen. Prac. & Jud. Admin. 2.516.
- Notification Requirements in JAWS: 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.
- *All counsels shall properly associate themselves in JAWS as Plaintiff or Defendant's counsel upon their appearance in a case.*

**Response to Inquiries:**

- The judicial assistant is not authorized to provide legal advice.
- Any e-mail sent to or from the judicial office may be public record, subject to disclosure.

**B. Scheduling Procedures for Jury Trials, Non- Jury Trials and**

ALL other hearing matters:

- **Please schedule a Case Management Conference in JAWS to schedule a Jury Trial or a Non-Jury Trial (lasting more than 15 minutes).** Please set this CMC on a 15 Minute Motion Calendar docket.

## 2026 Jury Trial Dockets

| <u>Jury Trial Weeks</u>                              | <u>Pre-Trial Conference</u> |
|--|-----------------------------|
| February 9 & February 16, 2026<br>(2-week docket)    | January 8, 2026             |
| April 6 & April 13, 2026<br>(2-week docket)          | March 5, 2026               |
| June 1 & June 8, 2026<br>(2-week docket)             | April 30, 2026              |
| July 13, 2026  | June 18, 2026               |
| August 17, 2026                                      | July 9, 2026                |
| September 14 & September 21, 2026<br>(2-week docket) | August 13, 2026             |
| October 12, 2026                                     | September 10, 2026          |
| December 7, 2026                                     | November 5, 2026            |

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## 2027 Jury Trial Dockets

| <u>Jury Trial Weeks</u>                           | <u>Pre-Trial Conference</u> |
|---|-----------------------------|
| February 8 & February 15, 2027<br>(2-week docket) | January 7, 2027             |
| April 5 & April 12, 2027<br>(2-week docket)       | March 4, 2027               |
| May 10, 2027                                      | April 1, 2027               |
| June 14 & June 21, 2027<br>(2-week docket)        | May 6, 2027                 |
| August 16, 2027                                   | July 15, 2027               |
| September 13 & 20, 2027<br>(2-week docket)        | August 12, 2027             |
| October 11, 2027                                  | September 9, 2027           |
| December 6, 2027                                  | November 4, 2027            |

### **Non-Jury Trials**

- Non-jury trials exceeding two hours are scheduled alongside jury trials using the same dockets above. Unless otherwise directed by the presiding judge, non-jury trials will be conducted in-person or via Zoom. Zoom credentials are provided by Judge Ramsberger's Judicial Assistant and must be listed on the Order Setting Non-Jury trial. The Order Setting Non-Jury and Pretrial Conference templates are below on the last pages of these preferences. If unable to copy them below, you may email the JA at

Section19@jud6.org for the templates in Word format.

**Scheduling Hearings using JAWS:**

- Hearings on Motions of 15 and 30 minutes may be scheduled directly in JAWS.
- When requesting a hearing time slot via JAWS, please state the date the motion was filed. i.e. Motion to Compel (3/17/26).
- For 30 or 45 minute hearings, you may combine available adjacent time slots by emailing the JA to create the time slot desired, prior to requesting hearing time.
- For hearings 1 hour or more you may email the judicial assistant directly for available hearing times. Be sure to copy all parties on the email and attach the already e-filed motion and response, if any, to the email.

- **Submission Deadlines:**

Any evidence, case law, etc., that requires a binder must be received at the St. Petersburg Judicial Building, Room 200, before 4:00pm, on the Thursday prior to the scheduled hearing. *Any pleading necessary to be emailed to the Judicial Assistant must be submitted timely.*

**Motions Decided on Written Submissions that do NOT require a hearing.  
ADMINISTRATIVE ORDER NO. 2020-012 PA/PI-CIR**

<https://www.jud6.org/LegalCommunity/LegalPractice/AOSAndRules/aos/aos2020/2020-012.pdf>

Motions that may be ruled on based upon written submissions include, but are not limited to:

- Motions to Strike
- Motions to Compel
- Motions to Dismiss
- Motions to Stay
- Motions to Reschedule Mortgage Foreclosure Sale
- Motions for Continuance
- Motions for Disqualification
- Motions to Withdraw (with Client consent)
- Motions for Substitution of Counsel

**Procedure for submitting proposed orders under AO 2020-012:**

1. If a party in a civil action seeks a ruling on a motion based on only written submissions, the movant must file the original motion with the

Clerk of the Circuit Court and contemporaneously serve opposing party/counsel with the motion and any additional legal argument the movant wants the Court to consider. Prior to seeking a ruling from the Court, the movant shall also file a Notice of Request for Court to Consider Motion Based on Written Submissions without Hearing, Attachment A to this Administrative Order.

2. The opposing party/counsel shall have 15 days after being served both the motion and the notice to file their argument and legal memorandum with citations of authority in opposition to the relief requested. The opposing party may also request to have the matter heard before the Court if the opposing party seeks a hearing on the matter within the 15 day period after the notice is filed.

3. Following expiration of the period allowed for these submissions, the movant shall submit a proposed order in hard copy to the Judge via U.S. Mail, UPS, FedEx or other delivery means including a cover letter detailing that the motion is ripe for a decision (at least 15 days after the original notice has been sent), stating the movant's compliance with this Administrative Order, and including the date the motion, any responsive filings filed by the opposing party was e-filed. Movant's cover letter should appear substantially similar to Attachment B in the A.O. Movant should also include a proposed Order on Motion Based on Written Submissions. Attachment C in the A.O. is a sample form order which may be used. The Court may, at any time following the date the motion is ripe for a decision, rule without further notice or hearing.

**Notice of Hearing procedure:**

- Do not e-file a Notice of Hearing or email the Judicial Assistant a copy until your request has been approved/scheduled in JAWS.
- All notices of hearing must contain the Americans with Disabilities Act (ADA) notification required by Florida Rule of General Practice and Judicial Administration 2.540, as stated below in a 14 font.

**If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled to, at no cost to you, the provision of certain assistance.**

**For proceedings in the Court of Pinellas County, please contact the Human Rights Office, 400 S. Ft. Harrison Ave., Ste. 300, Clearwater, FL 33756, (727) 464-4062 (V/TDD) at least 7 days before your scheduled Court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice**

impaired, call 711.

**Remote/Telephonic Hearings Instructions:**

Judge Thomas Ramsberger - Section 19

Please include the below conference call number in your Notice of Hearing:

**Dial-in Number (US): (425) 436-6303**

**Access Code: 141878#**

Please Note the following:

- If you cannot get through to the conference call line try using a different cell phone or landline.
- The physical courthouse address must not be listed on the Notice of Hearing. This matter will be heard telephonically only using Judge Ramsberger's conference line.
- Title the notice as "Telephonic Notice of Hearing" so all parties understand not to appear in-person.
- Please confirm with any self-represented (pro se) parties that the hearing is telephonic, as we have had instances where they mistakenly appeared at the courthouse.

Conference Call Guidelines:

- At your scheduled hearing time, dial the above number and enter the access code as prompted.
- This same conference line is used for multiple hearings. You may hear another case in progress when you join. Mute your line immediately and do not place the call on hold, as hold music will disrupt the proceedings.
- Call in at your scheduled hearing time—no earlier than 5 minutes before—to avoid overloading the line.
- Judge Ramsberger will make every effort to remain on schedule; however, due to the high call volume, some wait time should be expected.

Important: This conference number is only for hearings before Judge Thomas Ramsberger and does not apply to other judges or offices.

### **Zoom Hearings:**

- Zoom hearings must be approved in advance by the Judge's office. As a general rule, Zoom will only be permitted for *hearings* lasting one hour or more. The moving party is responsible for including the Zoom Meeting ID and Passcode in the Notice of Hearing.

### **C. Case Management and Resolution**

- The Florida Supreme Court's Administrative Order AOSC20-23 Amendment 11 outlines the mandatory case management process.

Review the administrative orders:

[Administrative Order 2021-013](#)

[Administrative Order 2021-012](#)

- If an agreed Case Management Order is reached, submit the proposed Case Management Order and cover letter via JAWS for judicial review. If any party is Pro Se, the Case Management Order must be submitted to the court in hard copy, along with conforming copies and self-addressed stamped envelopes.
- If an agreement is not reached, schedule a Case Management Conference via JAWS.
- Please schedule a CMC using a 15-Minute Motion Calendar docket. There are also (5-7 minute) UMC dockets available for Case Management Conferences for Section 19.

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### **D. Foreclosure Procedures**

- Summary Judgment and Non-Jury Trials: Schedule in JAWS.
- Non-Jury Trials 15 (or 30) minutes or less: Schedule in JAWS. (1 hour or more, contact the JA).
- Submitting Foreclosure Final Judgements: *Shall be submitted to the court in hard copy via US Mail, UPS, Fed Ex or other delivery means, no later than 4:00pm on the Thursday prior to the hearing.*
- Foreclosure Sale Cancellations must Comply with AO 2017-007 provisions.

## E. Trial Practice

- **Pre-trial Conference (PTC) Schedule:** Conferences are set at 15-minute intervals starting at 9:00 a.m. The Judicial Assistant schedules these conferences. PTCs will be conducted via conference call: **Dial-in: (425) 436-6303 - Access Code: 141878#**
- **Trial Calendar Calls:** Telephonic calendar calls will be held at 11:00 a.m. on the Friday before trial week or *as stated in the trial order*.
- **Motions in Limine:** Will be heard on Thursday, with the exception of a holiday, the week prior to the scheduled Jury Trial. *Your Motion in Limine must be scheduled with the JA following the Pre-Trial Conference and receipt of the Order Establishing Motion in Limine Procedures.*
- **Courtroom Technology Guidelines and Equipment Reservations:** Attorneys intending to use laptops or other devices must contact the Court Technology Office to schedule a testing and training session. It is essential that all devices intended for use in court be brought to this session so they can be tested with the courtroom presentation system. To schedule the testing and training, please contact the Court Technology Office at (727) 453-7928. This requirement is intended to assist the court in facilitating trials without technology delays. Your cooperation in adhering to this procedure will help ensure the smooth functioning of court proceedings.
- **Pre-Trial Requirements:** Email a copy of the proposed Pre-Trial Order to the Judicial Assistant at least **2** days prior to the Pretrial Conference.
- **On Trial Day:** Counsel shall bring jury instructions and verdict forms to court with them. Email courtesy copies to the Judicial Assistant in word format. Blank notepads and pens or pencils should be provided by Plaintiff for the jurors.
- **Exhibit Preparation:** Exhibits should be clearly marked and divided. Highlight pertinent case law and e-file under a Notice of Filing.
- **Motions to Continue Trial:** Must be signed by the client per Rule 1.460. Inform the Judicial Assistant whether opposing counsel objects.
- **Voir Dire:** Conducted with the entire jury panel. The Court will initiate voir dire, followed by counsel.

#### F. Submission of Orders and Judgments

- Proposed orders must be submitted via JAWS in PDF format, unless one or more parties are Pro Se.
- All proposed orders must be accompanied by a cover letter certifying that all parties agree to the proposed order.

Competing proposed orders must be submitted to the Judicial Assistant via email in *word format*, along with a cover letter containing a statement identifying the disagreement of the parties as to the proposed order.

- Proposed orders must be submitted within 10 days after any hearing *unless otherwise directed by the court*. Please allow up to 15 days for non-emergency matters to be reviewed before inquiring of the status.
- Pro se litigants may email the judicial assistant their proposed order and copy opposing counsel on that email.

#### G. Courtesy Copies of Case Law and documents for upcoming hearings

- Please e-file only the necessary hearing documents for an upcoming hearing (DO NOT upload to JAWS or send them via email). The Court reviews the case file through the Clerk of Court's website. Binders are generally not received. All other pleadings should be e-filed.
- Case law may be e-filed via the Clerk's e-portal under a Notice of Filing. Please file your hearing documents as soon as possible and allow the Clerk of Court at least 4-5 days for processing

#### H. Emergency Motions, Expedited requests and Other Urgent Matters

- If a party believes there is a factual basis for setting an emergency hearing, a detailed motion must be filed with the Clerk of Courts setting forth the following: (1) the issue(s) to be resolved, (2) reason(s) why an emergency hearing is necessary. A copy of the motion shall be emailed to the Judicial Assistant, copying all parties on the email. In your email you must state whether opposing counsel has an objection to the motion and how much time is requested for a hearing.
- If the court determines that an emergency exists, hearing time will be offered by the court via reply email.

## I. Other Motion Practice

### **Motions for Rehearing/Reconsideration**

- Motions for Rehearing/Reconsideration: After the Motion has been e-filed with the Clerk of Court, submit the motion via email to the Judge's attention. Do not schedule a hearing unless instructed to do so.

### **Withdrawal or Substitution of Counsel**

- Per Rule of Judicial Administration 2.505, withdrawal requires a motion and hearing, unless accompanied by a stipulation signed by the client and all counsel. When requesting hearing time, please indicate there is NO CLIENT CONSENT. If you have client consent then you must indicate that in your cover letter, then submit a proposed order to the court in hard copy and be sure to include the client's address, email, and phone number in the order.

### **Continuance Procedure:**

- Motions for continuance are disfavored and will be granted only upon good cause shown. Successive continuances are highly disfavored. Lack of due diligence is not grounds for granting a continuance. Except for good cause shown, the motion must be signed by the party requesting the continuance, as required by Florida Rule of General Practice and Judicial Administration 2.545(e).
- Motions for continuance must state with specificity: (1) the basis of the need for the continuance, including when the basis became known to the movant; (2) whether the motion is opposed; (3) the action and specific dates for the action that will enable the movant to be ready, including, but not limited to, confirming the specific date any required participants are available; and (4) the proposed date by which the case will be ready to proceed and whether that date is agreed by all parties. Except for good cause shown, the motion must be signed by the party requesting the continuance, as required by Florida Rule of General Practice and Judicial Administration 2.545(e).

### **Cancelling Hearings:**

- You must cancel the hearing in JAWS and immediately notify the Judicial Assistant via email and/or telephone. You must also immediately file and serve a notice of cancellation on opposing counsel and any self-represented litigant. *Your JAWS Cancellation must state the Reason for the cancellation.*

- If a witness appears remotely, the party calling the witness must ensure the witness has a functioning camera and microphone and has tested the internet connection before the hearing. The oath will be administered in accordance with Florida Rule of General Practice and Judicial Administration 2.530.

#### J. Other Division Procedures

- **ADA Accommodations:** Information on ADA accommodations can be found on the circuit's website at the following link:  
**<https://www.jud6.org/GeneralPublic/ADAAssistance.html>**
- **Interpreter Requests:** Information on interpreters' services can be found on the circuit's website at the following link:  
**<https://www.jud6.org/LegalCommunity/Interpreters.html>**

#### K. Forms

##### **The following templates are found below**

- Uniform Pre-Trial Conference Order (Jury Trial)
- Order Setting Non-Jury Trial
- Uniform Pretrial Conference Order (Non-Jury Trial)
- Case Management Conference Order
- Case Management Order and Order of Referral to Non-Binding Arbitration

If you are unable to copy and paste the below template, you may email the Judicial Assistant at [section19@jud6.org](mailto:section19@jud6.org) for a word format version.

\* Please note Judge Ramsberger's Judicial Assistant, Valerie, prepares all orders Setting Jury Trial and Pre-Trial Conference.

**IN THE CIRCUIT COURT FOR THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PINELLAS COUNTY, FLORIDA  
CIVIL DIVISION**

\_\_\_\_\_,  
Plaintiff(s),

**CASE NO.:** \_\_\_\_\_-19  
**UCN:**

vs.

\_\_\_\_\_,  
Defendant(s).

\_\_\_\_\_ /

**UNIFORM PRE-TRIAL CONFERENCE ORDER**  
**(JURY TRIAL)**

On this date, the parties to this action and/or their respective attorneys appeared before the Court at a Pre-Trial Conference, pursuant to Rule 1.200, Florida Rules of Civil Procedure. The following action was taken:

APPEARING FOR PLAINTIFF(S):

APPEARING FOR DEFENDANT(S):

1. CONCISE AND NEUTRAL STATEMENT OF THE CASE:

2. ISSUES (to be included on verdict form):

3. ADMISSIONS:

4. STIPULATIONS AND WAIVERS: (Yes/No)

a) Less than 6 jurors if one becomes incapacitated. \_\_\_\_\_

b) Use of expert testimony at any time during trial as a result of unavailability at other time. \_\_\_\_\_

c) Waive technicians for imaging studies identified in discovery to date. \_\_\_\_\_

d) Waive records custodians for documents produced in discovery to date. \_\_\_\_\_

This is **not** the equivalent of a stipulation to the admissibility of the documents in question. \_\_\_\_\_

e) Copies of ordinances or foreign laws. \_\_\_\_\_

- f) Other: \_\_\_\_\_
5. STIPULATE AS TO ANY MATTER OF FACT AND LAW ABOUT WHICH THERE IS NO ISSUE TO AVOID UNNECESSARY PROOF:
  6. PLEADINGS:  
A list of pleadings upon which the case will be tried, including the date of filing for each.
  7. REMAINING MATTERS:  
A list of all remaining motions that require action by the Court, including the title and dates of filing for each motion:
  8. PARTIES AND WITNESSES:
    - a) A list of the names and addresses of all lay and expert witnesses who are expected to testify at trial, whether for substantive, collaborative, impeachment, or rebuttal purposes:
    - b) Special needs/accommodations:
    - c) Interpreter and language(s):
    - d) Limitations on the number of witnesses (e.g., expert witnesses, before and after witnesses, etc.):
  9. A LIST OF SPECIAL DAMAGES CLAIMED IS ATTACHED (or state "NONE").
  10. JURY PEREMPTORY CHALLENGES PER LITIGANT:
  11. ESTIMATED LENGTH OF THE CASE IN CHIEF FOR EACH LITIGANT AND THE ENTIRE TRIAL, INCLUDING VOIR DIRE:
  12. MAXIMUM NUMBER OF TRIAL DAYS, EXCLUDING JURY SELECTION:  
\_\_\_\_\_.
  13. SETTLEMENT POSSIBILITIES:
  14. THE \_\_\_\_\_ IS RESPONSIBLE FOR ATTENDANCE OF THE COURT REPORTER.
  15. THE FOLLOWING TECHNOLOGY IS NECESSARY TO FACILITATE THE PRESENTATION OF EVIDENCE AND DEMONSTRATIVE AIDS:
  16. THE NUMBER OF PROSPECTIVE JURORS REQUIRED FOR A VENIRE, ALTERNATE JURORS, AND PEREMPTORY CHALLENGES FOR EACH PARTY:

17. ADDITIONAL MATTERS:

- a) ORDER OF PROOF AT TRIAL: \_\_\_\_\_
- b) LENGTH OF VOIR DIRE PER PARTY: \_\_\_\_\_.
- c) NUMBER OF JURORS REQUESTED FOR VOIR DIRE:  
\_\_\_\_\_.
- d) LENGTH OF OPENING STATEMENT PER PARTY:  
\_\_\_\_\_.
- e) LENGTH OF CLOSING ARGUMENT PER PARTY (INCLUDING REBUTTAL): \_\_\_\_\_.
- f) POST-JUDGMENT SET-OFFS: (yes) \_\_\_\_\_ / (no) \_\_\_\_\_.
- g) LENGTH OF ANY OTHER PART OF THE TRIAL: \_\_\_\_\_

18. THE PARTIES MUST COMPLY WITH THE UNIFORM ORDER SETTING TRIAL AND PRE-TRIAL CONFERENCE SPECIFICALLY REGARDING MEETING PRIOR TO TRIAL AND ACTIONS TO BE TAKEN ON THE FIRST DAY OF TRIAL.

19. FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS ORDER WILL SUBJECT THE PARTY AND/OR COUNSEL TO APPROPRIATE SANCTIONS.

**DONE AND ORDERED** in Chambers at St. Petersburg, Pinellas County, Florida, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Thomas Ramsberger, Circuit Judge



**For proceedings in the Court of Pinellas County, please contact the Human Rights Office, 400 S. Ft. Harrison Ave., Ste. 300, Clearwater, FL 33756, (727) 464-4062 (V/TDD) at least 7 days before your scheduled Court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.**

**For proceedings in the Courts of Pasco County, please contact either the Pasco County Customer Service Center, 8731 Citizens Drive, New Port Richey, FL 34654, (727) 847-2411 (V) or the Pasco County Risk Management Office, 7536 State Street, New Port Richey, FL 34654, (727) 847-8028 (V) at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.**

I hereby certify that a copy of this Order has been furnished by U.S. Mail, electronic service, [or other approved delivery method] this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ to:

\_\_\_\_\_, Counsel for Plaintiff

\_\_\_\_\_, Counsel for Defendant

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**ATTORNEY OF RECORD**

**THIS CAUSE** being at issue and the Court being otherwise fully advised in the premises, it is hereby **ORDERED AND ADJUDGED** as follows:

**PRE-TRIAL CONFERENCE**

1. A **PRE-TRIAL CONFERENCE** will be held as noticed on the preceding cover page.
2. A **NON-JURY TRIAL** will be held as noticed on the preceding cover page.
3. A. At least 45 days before the Pre-Trial Conference, counsel for all parties, and any unrepresented party, must serve opposing counsel and any unrepresented party and **file directly** with the clerk:
  - 1) a list of the names and addresses of all lay and expert witnesses who are expected to testify at trial, whether for substantive, collaborative, impeachment, or rebuttal purposes; and
  - 2) a list of all exhibits which are expected to be admitted at trial whether for substantive, demonstrative, collaborative, impeachment, or rebuttal purposes.

B. At least 35 days before the Pre-Trial Conference, counsel for all parties, and any pro se party, may serve a list of additional witnesses and exhibits as described above.

C. Witnesses and exhibits which are not listed as described above may provide testimony or be admitted at trial only upon stipulation of all parties or as allowed by order of the Court **at or before** the Pre-Trial Conference.

D. At least 60 days before the Pre-Trial Conference, counsel for each defendant must serve a list of the names and addresses of all non-parties the defendant intends to request the Court include on the verdict form.

4. All depositions and discovery, including all examinations of persons conducted pursuant to Fla. R. Civ. P. 1.360, must be completed prior to the Pre-Trial Conference. Deadlines may be changed by order of the Court. Depositions and discovery after the Pre-Trial Conference will be permitted only as agreed by all parties or as allowed by order of the Court. However, the deposition of any examiner pursuant to Fla. R. Civ. P. 1.360 will be allowed without order of the Court any time within 30 days of service of their report and no more than seven days prior to the date trial is scheduled to commence.

5. At the deposition of any expert witness taken within 30 days of the Pre-Trial Conference and in answering any interrogatories concerning expert witnesses which were served by the party submitting such interrogatories within 45 days of the Pre-Trial Conference, all expert witnesses must provide, and all parties must provide (1) complete information regarding the witness' qualifications as an expert; (2) the subject matter upon which the expert witness is expected to testify; (3) the substance of the facts and opinions to which the expert witness is expected to testify; and (4) a summary of the grounds for each opinion. If the expert is not prepared to fully testify regarding such matters at a deposition scheduled within 45 days of the Pre-Trial Conference or if a party does not provide complete information regarding such matters in answering interrogatories served within 45 days of the Pre-Trial Conference, the Court will consider excluding the testimony of the expert at trial or, in the alternative, limit the testimony of the expert to those matters revealed at any such deposition or in answers to any such interrogatories. Pursuant to Fla. R. Civ. P. 1.280(c)(5)(C), the party seeking this discovery must pay experts a reasonable fee for the time spent in responding to discovery and pay the responding party a fair part of the fees and expenses reasonably incurred by the responding party in obtaining facts and opinions from the expert, such payment to be made after an expert deposition or service of expert interrogatory answers.

6. All motions, except motions in limine, must be filed and heard prior to the Pre-Trial Conference unless good cause exists why the motions were not heard prior to the Pre-Trial Conference, including the inability to obtain hearing time prior to the Pre-Trial Conference. If such good cause exists, the Court will hear such motions at the Pre-Trial Conference or at a separate hearing following the Pre-Trial Conference. All motions to continue and motions to allow deposition after the Pre-Trial Conference based on witness unavailability must be served prior to the Pre-Trial Conference, unless good cause exists. All motions for summary judgment must be filed and served at least **60 days before** the Pre-Trial Conference and must be heard before the Pre-Trial Conference.

7. The parties must contact each witness they will call at trial to determine their availability to appear **prior to the Pre-Trial Conference.**

8. A copy of the Notice titled “Uniform Notice Regarding Scheduling of Experts for Trial Testimony” attached hereto as **Exhibit “A” must be provided to any expert witness subpoenaed as an expert witness for trial no later than 10 days prior to trial.**

9. **Prior to the Pre-Trial Conference,** the attorneys and pro se parties are directed to communicate and draft one proposed Pre-Trial Conference order (using the form attached as Exhibit “B”) that must be submitted **directly** to the Court (submit original and a copy for each party) at least **3 days** prior to the Pre-Trial Conference. In the event the parties are unable to agree on any matter in the Pre-Trial Conference Order, they must leave the matter blank and the Court will resolve the dispute at the Pre-Trial Conference.

10. The Court will consider all matters as may be appropriate as set forth in Fla. R. Civ. P. 1.200.

11. At the Pre-Trial Conference, each pro se litigant will appear and each party will be represented by at least one of the attorneys who will attend trial, unless the Court is informed prior to the Pre-Trial Conference that all attorneys who will attend trial on behalf of a party have unavoidable scheduling conflicts and the nature of such conflicts. In such case, another attorney may attend the Pre-Trial Conference on behalf of the lawyer who has the unavoidable conflict.

12. At the Pre-Trial Conference, counsel and pro se litigants must be prepared to negotiate settlement at the Pre-Trial Conference. Counsel must have full authority to make stipulations and to settle the case at the Pre-Trial Conference or have available by telephone, or in person, a party or representative who has full authority to settle.

13. At the Pre-Trial Conference, counsel and pro se litigants must finalize any other matters that the Court deems appropriate.

14. The attorneys for the parties and all pro se litigants are directed to meet **5 days** before the commencement of trial, to:

a) mark all exhibits for identification and prepare a chronological exhibit list for use of Clerk and Court at trial (actual exhibits and documentation evidence must be available for inspection at this time);

b) admit or not admit as evidence and list specific objections, if any;

c) stipulate as to any matter of fact and law about which there is no issue to

avoid unnecessary proof;

- d) review all depositions which are to be offered for any purpose other than impeachment to resolve objections to the portions to be offered in evidence;
- e) discuss the possibility of settlement;
- f) submit an itemized statement of special damages plaintiff expects to prove;
- g) discuss and complete any other matters which may simplify the issues or aid in the speedy disposition of this action, its Pre-Trial Conference, and trial; and
- h) prepare and deliver a joint trial notebook to the presiding judge.

15. At the meeting prior to commencement of trial, each party will be represented by one of the attorneys who will attend trial and all pro se litigants. Such attorney or individual must be vested with full authority to make all inspections, stipulations, agreements, and admissions as described above.

16. On the first day of the trial, each party and each pro se litigant must submit to the Court, with a copy to opposing counsel and any pro se litigant, written motions in limine.

17. All methods of alternative dispute resolution, including non-binding arbitration and meditation, must be completed before the trial date.

18. Counsel and pro se litigants must immediately notify the Court in the event of settlement and submit a stipulation for an order of dismissal and a final disposition form.

19. Failure to comply with the requirements of this Order will subject counsel and pro se litigants to such sanctions as the Court determines just and proper under the circumstances.

**DONE AND ORDERED** in Chambers at St. Petersburg, Pinellas County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Thomas Ramsberger, Circuit Judge

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PINELLAS COUNTY, FLORIDA  
CIVIL DIVISION**

**NOTICE REGARDING SCHEDULING OF EXPERT WITNESSES  
FOR NON-JURY TRIAL TESTIMONY TO BE SERVED WITH TRIAL SUBPOENAS**

Usually all cases are scheduled to begin at 9:00 a.m. Consequently, the lawyer requesting your testimony at trial in this case will not know the exact time your testimony will be needed. It is for this reason that experts are subpoenaed for the trial period and a definite time for your testimony is rarely able to be set in advance. The expert is, therefore, placed on “standby” or “alert” status. The lawyer will periodically keep you advised as to the progress of the trial so that you will have as much advance notice as possible, hopefully resulting in a minimal disruption to your routine schedule. If you have been subpoenaed for trial and it is subsequently determined that your testimony will not be needed, the lawyer will notify you as soon as that determination has been made. If you are going to be unavailable during the trial period, you should immediately notify the lawyer subpoenaing you so that lawyer may take action he or she deems appropriate.

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PINELLAS COUNTY, FLORIDA  
CIVIL DIVISION**

\_\_\_\_\_,  
Plaintiff(s)

CASE NO.: \_\_\_\_\_-19

vs.

\_\_\_\_\_,  
Defendant(s)

\_\_\_\_\_ /

**UNIFORM PRE-TRIAL CONFERENCE ORDER**  
**(NON-JURY TRIAL)**

On this date the parties to this action and/or their respective attorneys appeared before the Court at a Pre-Trial Conference, pursuant to Rule 1.200, Florida Rules of Civil Procedure. The following action was taken:

APPEARING FOR PLAINTIFF(S):

APPEARING FOR DEFENDANT(S):

1. STATEMENT OF THE CASE:

2. ISSUES:

3. ADMISSIONS:

4. STIPULATIONS AND WAIVERS: (Yes or No)

a) Use of expert testimony at any time during trial as a result of unavailability at other time. \_\_\_\_\_

b) Waive technicians for imaging studies identified in discovery to date. \_\_\_\_\_

c) Waive records custodians for documents produced in discovery to date. \_\_\_\_\_

- d) Waive photographers for photographs provided in discovery to date. \_\_\_\_\_
  - e) Copies of ordinances or foreign laws. \_\_\_\_\_
  - f) Other:
5. THE FOLLOWING MOTIONS, INCLUDING MOTIONS IN LIMINE, ARE PENDING AND WILL BE SCHEDULED FOR HEARING OR ARE DISPOSED OF AS FOLLOWS:
  6. STIPULATE AS TO ANY MATTER OF FACT AND LAW ABOUT WHICH THERE IS NO ISSUE TO AVOID UNNECESSARY PROOF:
  7. LIST OF EVIDENCE EXPECTED TO BE PROFFERED:
  8. LIST OF ANY LOGISTICAL OR SCHEDULING ISSUES:
  9. THE FOLLOWING TECHNOLOGY IS NECESSARY TO FACILITATE THE PRESENTATION OF EVIDENCE AND DEMONSTRATIVE AIDS:
  10. THE ORDER OF PROOF AT TRIAL, TIME TO COMPLETE THE TRIAL, AND REASONABLE TIME ESTIMATES FOR VOIR DIRE, OPENING STATEMENTS, CLOSING ARGUMENTS, AND ANY OTHER PART OF THE TRIAL:
  11. PARTIES AND WITNESSES:
    - a) A list of the names and addresses of all lay and expert witnesses who are expected to testify at trial, whether for substantive, collaborative, impeachment, or rebuttal purposes:
    - b) Special needs:
    - c) Interpreter:
    - d) Limitations on the number of witnesses (e.g., expert witnesses, before and after witnesses, etc.):
  12. A LIST OF SPECIAL DAMAGES CLAIMED IS ATTACHED.
  13. ESTIMATED LENGTH OF THE CASE IN CHIEF FOR EACH LITIGANT AND THE ENTIRE TRIAL:
  14. TOTAL NUMBER OF TRIAL DAYS REQUESTED: \_\_\_\_\_.

15. SETTLEMENT POSSIBILITIES:
16. THE \_\_\_\_\_ IS RESPONSIBLE FOR ATTENDANCE OF THE COURT REPORTER.
17. ADDITIONAL MATTERS:
18. THE PARTIES WILL COMPLY WITH THE UNIFORM ORDER SETTING TRIAL AND PRE-TRIAL CONFERENCE SPECIFICALLY REGARDING MEETING PRIOR TO TRIAL AND ACTIONS TO BE TAKEN ON THE FIRST DAY OF TRIAL.
19. FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS ORDER WILL SUBJECT THE PARTY AND/OR COUNSEL TO APPROPRIATE SANCTIONS.

**DONE AND ORDERED** in Chambers at St. Petersburg, Pinellas County, Florida, this day of \_\_\_\_\_, 20\_\_.

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Thomas Ramsberger, Circuit Judge

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PINELLAS COUNTY, FLORIDA  
CIVIL DIVISION**

**CASE NO. \_\_\_\_\_ -19**

\_\_\_\_\_  
Plaintiff(s),

vs.

\_\_\_\_\_  
Defendant(s).

**CASE MANAGEMENT CONFERENCE ORDER**

**THE PARTIES** agree to the following deadlines:

1. Preliminary lay and expert witnesses exchanged by \_\_\_\_\_.  
Final lay and expert witnesses exchanged by \_\_\_\_\_.
2. The list shall include the names and addresses of all lay and expert witnesses who are expected to testify at trial, whether for substantive, corroborative, impeachment or rebuttal purposes, including names and addresses of each expert retained to formulate an expert opinion. The parties shall provide the subject matter about which the expert is expected to testify; the substance of the facts and opinions about which the expert is expected to testify; and a copy of any written reports issued by the expert regarding this case.
3. Close of discovery by \_\_\_\_\_.
4. All motions for **Summary Judgment** must be held prior to the **pretrial**.
5. Deposition designations shall be exchanged 15 days prior to pretrial.
6. All Motions in Limine shall be filed no later than **30 days** after discovery closes and set for hearing on or before **15 days** prior to the pretrial. **Counsel**, not support nor paralegal personnel, are required to meet and confer no later than **5 days** prior to hearing date, either in person or by telephone, on each and every set Motion in Limine. Thereafter, counsel filing the motion must prepare and file a stipulation, on or before the hearing date, confirming in writing which Motions in Limine are agreed upon. Please see Judicial Practice Preferences.
7. Mediation by \_\_\_\_\_. Non-binding arbitration by \_\_\_\_\_.
8. Pretrial: \_\_\_\_\_. Calendar Call: \_\_\_\_\_.  
Jury Trial: \_\_\_\_\_ #days \_\_\_\_\_.
9. Type of Case: \_\_\_\_\_.
10. Jurors Requested for Voir Dire: \_\_\_\_\_. Length of Voir Dire Per Side: \_\_\_\_\_.
11. Other: \_\_\_\_\_

**THIS ORDER shall supersede the deadlines contained in the mandatory case management order, standing order and in Order Setting Pretrial and Jury Trial unless good cause is shown.**

**DONE AND ORDERED** in Chambers at St. Petersburg, Pinellas County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Thomas Ramsberger, Circuit Judge

Copies Furnished to:  
Emailed to Parties listed on the Service List

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PINELLAS COUNTY, FLORIDA  
CIVIL DIVISION**

**CASE NO.:** \_\_\_\_\_ **-19**

[NAME]  
Plaintiff,

vs.

[NAME]  
Defendant.

\_\_\_\_\_ /

**CASE MANAGEMENT ORDER  
AND  
ORDER OF REFERRAL TO NON-BINDING ARBITRATION**

1. This case is hereby referred to non-binding arbitration that shall be completed within **sixty (60) days** from entry of this Order.
2. The parties stipulate to engage private arbitration with one (1) arbitrator. The parties shall select their arbitrator within ten (10) days from entry of this Order, or provide to the Court's Judicial Assistant via email a list of three (3) names per side of arbitrators who are available and willing to complete arbitration with the time period described above. The Court will select an arbitrator from the list of names and inform the parties of such selection via email from the Court's Judicial Assistant.
3. If a party timely files a notice of rejection of arbitration award and request for trial following issuance of an arbitration award, the Plaintiff shall coordinate and set a case management conference (15 minutes via telephone) that shall occur within thirty (30) days from filing of the notice of rejection of arbitration award. At least one (1) trial attorney per party shall appear at the case management conference to set a trial date. If the Plaintiff fails to timely set the case management conference or to appear at same, the Court will consider issuing sanctions that may include dismissal of the case without prejudice.

**[Alternative provision if Court sets date for trial:** The parties have stipulated that, if a notice of rejection of arbitration award and request for trial is timely filed, then the parties' desire for the Court to set a **jury** trial for \_\_\_\_\_ days to begin on \_\_\_\_\_. Thus, if a notice of rejection of arbitration award is timely filed by any party, the Plaintiff shall, within 3 business days from such filing date, notify the Court of same via email to the Court's Judicial Assistant (Section19@jud6.org) (copy to all parties/attorneys) and request entry of a trial order setting the trial date described above. If the Plaintiff fails to timely request entry of the order setting trial, the

Court will consider imposing sanctions, including dismissing the case without prejudice, if appropriate.]

**[2<sup>nd</sup> Alternative provision if Court enters order setting trial:** The Court has or will soon enter an order setting this case for trial. The trial will proceed as scheduled provided at least party timely files a notice of rejection of arbitration award and request for trial. If no party timely files such notice, then the Plaintiff shall (a) promptly and formally request the Court enter judgment consistent with the arbitration award as provided by statute and (b) send an email to the Court's Judicial Assistant ([Section19@jud6.org](mailto:Section19@jud6.org)) advising that no party timely filed a notice of rejection of arbitration award and the Court should remove this case from the trial docket. If the Plaintiff does not promptly and formally request the Court enter judgment consistent with the arbitration award as provided by statute, specifically including prior to the trial date, the Court will consider imposing sanctions, including dismissing the case without prejudice, if appropriate.]

**[Please note: there shall be only one (1) paragraph #3 based on one of the 3 options set forth above]**

**DONE AND ORDERED** in Chambers at St. Petersburg, Pinellas County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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**THOMAS RAMSBERGER**  
Circuit Judge

Copies Furnished via JAWS to:  
Plaintiff  
Defendant