

Judicial Practices and Procedures
(last modified *November 2025*)

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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 Sfadhel@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.

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 a public record subject to disclosure

B. Scheduling Procedures for Jury Trials, Non- Jury Trials (exceeding 2 hrs) and ALL other hearing matters

- Please schedule a Case Management Conference in JAWS to schedule a Jury Trial or Non-Jury Trial (exceeding 2 hours). Please schedule using any available 15-minute motion docket time slot.

Jury Trial Dockets for 2026

Jury Trial Weeks

~~January 20 & January 26, 2026 (2-week docket)~~

~~Court closed on 1/19 for MLK Day~~

March 16 & March 23, 2026 (2-week docket)

April 27 & May 4, 2026 (2-week docket)

June 22, 2026

August 3 & August 10, 2026 (2-week docket)

October 5, 2026

November 2, 2026

December 14, 2026

Pre-trial Conference

~~December 9, 2025~~

February 17, 2026

March 10, 2026

May 12, 2026

July 14, 2026

September 15, 2026

October 13, 2026

November 17, 2026

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 via Zoom. Zoom credentials are provided by Plaintiff's counsel and must be listed on the Order Setting Non-Jury trial. Non-Jury Order and Pretrial Conference Order templates are on the last pages of these preferences below. If unable to copy them then below you may email the JA at sfadhel@jud6.org for the templates in Word format.

Scheduling Hearings using JAWS:

- Hearings on Motions of 15, 30 and 60 minutes may be scheduled directly in JAWS.
- For 30-, 45-, or 60-minute hearings, you may combine available adjacent time slots by emailing the JA to create the time slot desired.
- For hearings over 1 hour you may email the judicial assistant directly for special set times. Be sure to copy all parties on the email and attach the already e-filed motion and response, if any, to the email.

**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 on 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 upload a proposed order to the Judge in JAWS 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 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.

Remote Hearings:

Telephonic Hearing Instructions – Judge Amy Williams Section 11

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

Dial-in Number (US): (605) 313-5776
Access Code: 332457#

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 Williams’ 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.
- 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—not earlier than 5 minutes before—to avoid overloading the line.
- Judge Williams 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 Amy Williams 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 more than one hour. 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 it via JAWS for judicial review.
- If an agreement is not reached, schedule a Case Management Conference via JAWS.
- Please schedule a CMC using a 15-minute motion docket, there are no mass UMC dockets for Case management conferences for Section 11

D. Foreclosure Procedures

- Summary Judgment and Non-Jury Trials: Schedule in JAWS.
- Non-Jury Trials (1 hour or less): Schedule in JAWS.
- Submitting Foreclosure Final Judgements: these should be uploaded to JAWS after the hearing occurs and should include in the order the sale

date issued by the judge.

- Foreclosure Sale Cancellations must Comply with AO 2017-007 provisions.

E. Trial Practice

- Pre-trial Conference (PTC) Schedule: Conferences are set at adjacent 15-minute intervals starting at 9:30 a.m. The Judge or Judicial Assistant schedules these conferences. Please ensure the correct time is included in your trial order. PTCs will be conducted via conference call: Dial-in: (605) 313-5776 Access Code: 332457#
- Trial Calendar Calls: Telephonic calendar calls will be held at 1:30 p.m. on the Thursday and Friday before trial week.
- Motions in Limine: Will be heard on the Thursday prior to Jury trial following calendar call.
- 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 Pre-Trial Order to the Judicial Assistant at least 3 days prior to the Pretrial Conference
- On Trial Day: Bring jury instructions and verdict forms. Email courtesy copies to the Judicial Assistant. Blank notepads and pens or pencils should be provided by Plaintiff for the jurors.
- Exhibit Preparation: Exhibits should be clearly marked, divided, and e-filed. 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

- Submit orders via JAWS in PDF format. Include a cover letter and ensure all parties are copied on the correspondence and provided to opposing counsel and any self-represented litigant.
- All proposed orders must be accompanied by a cover letter either (1) certifying that all parties agree to the order or (2) containing a statement identifying any disagreement of the parties as to the proposed order.
- Please allow up to 15 days for non-emergency matters to be reviewed in JAWS before inquiring of the status.
- Pro se litigants may email the judicial assistant their proposed order and copy opposing counsel on that email.

Submitting an Order Setting Jury Trial and Pretrial Conference

- Jury Trial and Non-Jury Order and Pretrial Conference Order templates are on the last pages of these preferences below. If unable to copy them from the below you may email the judicial assistant at sfadhel@jud6.org for the templates in Word format.
- It is Plaintiff's counsel who is responsible for uploading the proposed Trial order to JAWS.
- Input all necessary information, including names and dates.
- If a Pretrial Conference time was not provided during a Case Management Conference (CMC), please request one from the Judicial Assistant.
- Include agreed-upon deadlines or deadlines already ordered by Judge Williams.
- Submit the proposed Uniform PTC order to Sfadhel@jud6.org at least 3 days prior to the pre-trial conference.
- After all parties agree, upload the proposed trial order to JAWS in PDF format for Judge Williams' review and signature. Be sure to include a separate cover letter.

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 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 3-4 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, email the Judicial Assistant with a copy and copy all parties on the email to the court. In your email you must state whether opposing counsel has an objection.
- If the court determines that an emergency exists, a hearing time will be offered by the court.

I. Other Motion Practice

Motions for Rehearing/Reconsideration

- Motions for Rehearing/Reconsideration: After the Motion has been e-filed, 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 JAWS 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 hearings by notifying the judicial assistant immediately. You must also immediately file and serve a notice of cancellation on opposing counsel and any self-represented litigant and cancel the hearing in JAWS.

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

- Order Setting Jury Trial
- Order Setting Non-Jury Trial
- Uniform Pre-trial Conference Order (Jury Trial)
- Uniform Pretrial Conference Order (Non-Jury Trial)
- Case Management Conference Order

If you are unable to copy and paste the below template, you may email me at sfadhel@jud6.org for a word format version of the trial order

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.

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:

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.

JURY TRIAL

2. A **JURY TRIAL** will be held as noticed on the preceding cover page.

WITNESS AND EXHIBIT DISCLOSURE

3. At least **150 days before the Pre-Trial Conference**, counsel for all parties, and any unrepresented party, must file and serve opposing counsel and any unrepresented party with:

- a) a list of 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.
 - b) all information listed in Fla. R. Civ. P. 1.280(b)(5)A.i. and iii. Such information provided under Fla. R. Civ. P. 1.280(b)(5)A.iii. must be limited to three years before the date of the Pre-Trial Conference, unless the parties agree otherwise or by order of the Court. The parties must also provide:
 - 1. a copy of any written reports issued by the expert regarding this case; and
 - 2. a copy of the expert's curriculum vitae.
 - c) a list of all exhibits which are expected to be admitted at trial whether for substantive, demonstrative, corroborative, impeachment, or rebuttal purposes.
4. At least **30 days before the Pre-Trial Conference**, counsel for any party, and any unrepresented party, may serve a list of additional witnesses and exhibits as described above.
5. 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**.
6. At least **30 days before the Pre-Trial Conference**, counsel for each defendant and any unrepresented party must serve a list of the names and addresses of all non-parties (*Fabre defendants*) defendant intends to request the Court to include on the verdict form.

COMPLETION OF DISCOVERY

7. All discovery matters, including all depositions and examinations of persons conducted pursuant to Fla. R. Civ. P. 1.360, must be completed at least **30 days before** the Pre-Trial Conference. Discovery occurring after deadline will be permitted only by order of the Court. However, the deposition of any examiner pursuant to Fla. R. Civ. P. 1.360(c) will be allowed without order of Court any time **within 30 days of service** of their report and no more than **10 days before** the date trial is scheduled to commence. Any discovery requiring a response from the adverse party must be served in time for the response to be due prior to the deadline date established herein. Unavailability of hearing times on motions prior to the Pre-Trial Conference will not be grounds for extension of deadlines or continuation of the Pre-Trial Conference or Trial, absent exceptional circumstances, as determined by the Court.
8. **EXPERT DEPOSITIONS.** At the deposition of any expert witness taken within the time periods set forth in this Order, all expert witnesses must provide, and all parties must provide, all information listed in Fla. R. Civ. P. 1.280(b)(5)A.i. and iii. If the expert is not prepared to fully testify regarding such matters at a deposition scheduled

no later than 30 days before the Pre-Trial Conference or if a party does not provide complete information regarding such matters in answering interrogatories served **no later than 60 days before the Pre-Trial Conference**, the Court may consider excluding the testimony of the expert at trial or, in the alternative, may 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(b)(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. Objections made at expert witness depositions taken pursuant to this paragraph **must** be resolved by stipulation or by properly bringing them before the Court in such a manner as to not result in delay of the trial and, in any event, before the date the trial is to begin. Failure to comply with this paragraph may result in removal of the case from the trial calendar or such other sanctions as deemed appropriate by the Court. While the Court is prohibited from appointing a general or special master/magistrate without the consent of the parties, the parties should feel free to agree upon a master/magistrate to resolve such objections if hearing time before the Court is not available. Any such master/magistrate will be governed by Fla. R. Civ. P. 1.490. Care must be taken to allow sufficient time for compliance with the time periods set forth in the rule.

9. DEPOSITION DESIGNATIONS. Except as set forth in paragraph 7 above, no later than **25 days before the Pre-Trial Conference**, each party must serve designations of depositions (video or otherwise) each party intends to offer as testimony in their case-in-chief. No later than **15 days before the Pre-Trial Conference**, each opposing party must serve counter designations to portions of depositions designated, together with objections to the depositions, or portions thereof, originally designated. No later than **5 days before** the day of the Pre-Trial Conference, each party must serve their objections to counter designations served by an opposing party. **All such objections must be resolved prior to the Pre-Trial Conference or the objection(s) will be considered waived.** Video depositions to be shown at trial must be appropriately edited **prior to the Pre-Trial Conference**. Failure to comply with this paragraph may result in removal from the trial calendar or such other sanctions as may appear appropriate.

MOTIONS

10. All **Motions** must be filed and served at least thirty **(30) days** before the Pre-Trial Conference. Absent a showing of good cause for why the motions were not heard earlier, all motions must be heard prior to the Pre-Trial Conference. **Motions in Limine**, however, shall be heard on the **Thursday prior to trial**, following calendar call. 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 for such failure. 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. All motions in limine must relate to specific evidence to be offered at trial. The Court will not hear or consider “boiler-plate” motions in limine. Some examples of “boiler-plate” motions in limine are motions seeking the exclusion of “golden rule” arguments in closing, motions seeking to prevent counsel from expressing personal beliefs, etc. All attorneys and all unrepresented parties are responsible for knowing the applicable rules of evidence. Any motions challenging the admissibility of expert evidence must be heard prior to the Pre-Trial Conference. Any party seeking to exclude expert evidence must file a motion identifying the specific basis for the challenge. All motions challenging the admissibility of expert evidence not scheduled and heard before the Pre-Trial Conference will be considered waived, absent exceptional circumstances.

TRIAL WITNESSES

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

12. A copy of the Notice titled “**Notice Regarding Scheduling of Experts for Trial Testimony**” must be provided to any expert witness subpoenaed as an expert witness for trial, **no later than 30 days before trial**.

PRE-TRIAL CONFERENCE

PRIOR TO THE PRE-TRIAL CONFERENCE:

13. The attorneys and unrepresented parties must meet and confer as coordinated by the Plaintiff(s), and draft one proposed Pre-Trial Conference Order (using the form attached) that must be received by the Court (submit original and a copy for each party) **at least 3 business days before the Pre-Trial Conference** by US Mail or courier **AND** by email attachment to the Court’s section email. In the event the parties are unable to agree on any matter in the Pre-Trial Conference Order, they must place each of the competing provisions within the same draft order **in bold letters** and the Court will resolve the dispute at the Pre-Trial Conference. The parties must also discuss the possibility of settlement, stipulate to as many facts and issues as possible, examine all exhibits and demonstrative aids (including any to be used in opening statement, unless they are completely unaltered enlargements or compilations of items already disclosed in discovery, in which case, they may be exchanged the morning the trial is to begin), review all video depositions and complete all other matters which may expedite both the Pre-Trial Conference and the Trial of this case. **This meeting is mandatory and cannot be waived by agreement of the parties. Trial counsel must attend the meeting.**

14. The parties must provide a complete set of proposed jury instructions and verdict form(s) by the method described in paragraph 24 of this Order.
15. Any request for a “view” must be made **30 days before the Pre-Trial Conference** and included in the Pre-Trial Conference Order.
16. **UNIQUE QUESTIONS OF LAW. Prior to the Pre-Trial Conference,** counsel for the parties are directed to exchange and simultaneously submit to the Court appropriate memoranda, with citations of legal authority, in support of any unique legal questions which may reasonably be expected to arise during the course of the trial.

AT THE PRE-TRIAL CONFERENCE:

17. The Court will consider all matters as may be appropriate as set forth in Fla. R. Civ. P. 1.200(b).
18. Each party, including any unrepresented litigant(s), must appear at the Pre-Trial Conference. For each represented party, at least one of the attorneys who will participate in the trial and will be authorized to make binding decisions must be in attendance. Any attorney or party having conflicts with the trial date set forth above must provide the Court and opposing counsel/party with written notification of such conflict (including, at a minimum, the court, location, case number, and the date any conflicting trial was set), as soon as practicable but, no later than the Pre-Trial Conference. **The Court and opposing counsel must be provided written notification immediately in the event any such conflicts are resolved.**
19. Counsel and unrepresented litigants must be prepared to negotiate settlement. Counsel must obtain full authority to make stipulations and to settle the case or have available by telephone, or in person, a party or representative who has full authority to make stipulations and to settle the case.
20. **Any claim for statutory preference or advancement on the trial calendar** not previously made **must** be made immediately and **must** be clearly stated and discussed at the Pre-Trial Conference. Failure to comply with this paragraph may be considered a waiver of any such claim.
21. The parties must **be prepared to discuss the time required for voir dire at the Pre-Trial Conference,** keeping in mind that voir dire is for selection of a fair and impartial jury, not for argument or “conditioning” the jurors. The parties should attempt to agree on a reasonable time for voir dire, however, the Court will have the final decision on the length of voir dire.

22. The parties must **be prepared to discuss the time required for opening statements and for closing arguments at the Pre-Trial Conference**. The parties should attempt to agree on a reasonable time for opening statement, however, the Court will have the final decision on the length of opening statements.

23. At the Pre-Trial Conference, counsel and pro se litigants will finalize jury instructions, verdict forms, and any other matters the court considers appropriate.

MEETING PRIOR TO TRIAL

24. Trial counsel for the parties and all unrepresented litigants, each with full authority to make all inspections, stipulations, agreements, and admissions described below, are directed to meet and confer at least **10 days before** the commencement of trial, to:

- a) mark all exhibits for identification and prepare a chronological exhibit list for use by the Clerk and Court at trial (actual exhibits and documentation evidence must be available for inspection at this time);
- b) admit or not admit items as evidence and list specific objections, if any;
- c) stipulate as to any matter of fact and/or 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; and
- 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.

JURY INSTRUCTIONS

25. **Prior to the Pre-Trial Conference**, the Plaintiff must provide to the Court a complete set of proposed jury instructions and verdict form(s), with a copy to opposing counsel and any unrepresented litigant. The Defendant(s) must provide only special instructions or those standard instructions not included in the proposal submitted by Plaintiff, together with any specific objections to the instructions submitted by Plaintiff and must do so no later than the date of the Pre-Trial Conference. All instructions submitted to the Court must be sent in by hard copy via U.S Mail and a courtesy copy sent to the Court's section email in Microsoft Word format, or as otherwise instructed by the Court at a prior hearing. All instructions must be in a form suitable for submission to the jury and, in the case of standard instructions, must bear the number and title assigned in the standard instructions approved by the Florida Supreme Court. These requirements are completely separate from anything the parties intend to submit to the Clerk for purposes of any appellate record. This paragraph will not foreclose the

right of each party to seek to modify instructions up to and including the instruction conference at the close of evidence.

TRIAL

26. Counsel for the parties must provide to the jury blank notepads and advertising-free pens for the purpose of taking notes. Jurors will be permitted to submit questions for consideration by the Court and counsel after the completion of each witness' examination by the parties.

27. The parties must be prepared to discuss the time required for voir dire, the time required for opening statements, and the time required for closing arguments as stated in paragraphs 21 and 22 of this Order.

28. **ADDITIONAL EXHIBITS, WITNESSES, OR OBJECTIONS.** At trial, the parties will be strictly limited to exhibits and witnesses disclosed, and objections reserved, on the schedules attached to the Pre-Trial Conference Order, absent agreement specifically stated in the Pre-Trial Conference Order or by order of the Court upon good cause shown. Failure to reserve objections will constitute a waiver. A party desiring to use an exhibit or witness not disclosed when counsel conferred pursuant to paragraphs 13 and 23 of this Order must immediately furnish the Court and opposing party(-ies) with a complete description of the exhibit or with the witness' name and address, the expected subject matter of the witness' testimony, and the reason for the late discovery of the witness or exhibit. Use of the exhibit or witness may be allowed by the Court for good cause shown or to prevent manifest injustice.

ALTERNATIVE DISPUTE RESOLUTION AND NOTICE OF SETTLEMENT

29. All methods of alternative dispute resolution, including non-binding arbitration and meditation, must be completed before the Pre-Trial Conference.

30. Counsel and unrepresented litigants must **immediately provide written notification** to the Court in the event of settlement, and promptly submit a stipulation for an order of dismissal and a final disposition form. Written notification must include service and email sent to the Court, with copies to all counsel. Failure to provide written notification of settlement to the Court may result in sanctions against parties and/or counsel, including, but not limited to, fines equal to the expense incurred in summoning a jury when a trial is not conducted.

SANCTIONS

31. Failure to comply with the requirements of this Order may subject counsel and unrepresented litigants to such sanctions as the Court determines just and proper under the circumstances. Such sanctions may include striking of pleadings, dismissal of the case, and monetary sanctions. All provisions of this Order that require compliance by counsel are likewise applicable to any unrepresented party.

32. PLEASE REVIEW THIS ORDER TO SEE THAT IT HAS BEEN SERVED UPON ALL PROPER PARTIES. FAILURE TO IMMEDIATELY NOTIFY THE COURT OF ANY ERRORS MAY RESULT IN REMOVAL FROM THE TRIAL CALENDAR AND APPROPRIATE SANCTIONS WITHIN THE DISCRETION OF THE COURT.

DONE AND ORDERED in Chambers at _____, _____ County, Florida, this _____ day of _____, 20____.

Circuit Judge

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

_____,
Plaintiff(s),

Case No.:
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____.

Circuit Judge

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

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:

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 _____, _____ County, Florida, this _____ day of _____ 20____.

CIRCUIT JUDGE

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PASCO/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
CIRCUIT CIVIL
CASE NO. _____

_____,
Plaintiff(s)

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 _____, _____ County, Florida
this _____ day of _____, 20_____.

CIRCUIT JUDGE

IN THE CIRCUIT COURT IN AND FOR THE SIXTH JUDICIAL CIRCUIT IN AND FOR
PINELLAS COUNTY, FLORIDA
CIVIL DIVISION
CASE NO. _____

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, St. Petersburg, Pinellas County, Florida this _____ day of _____, _____.

CC: Emailed to Parties on the Service List

JUDGE AMY WILLIAMS