

**SUSAN P. BEDINGHAUS**  
**COUNTY COURT JUDGE**  
**COUNTY CIVIL SECTION 41 / SMALL CLAIMS SECTION 47**  
**Judicial Assistant: Shannon Karczewski, [skarczewski@jud6.org](mailto:skarczewski@jud6.org)**  
324 S. Ft. Harrison Ave.  
Clearwater, FL 33756  
Phone (727) 464-3034

**INSTRUCTIONS AND JUDICIAL PRACTICE PREFERENCES**

**TO SCHEDULE HEARINGS:** All hearings are being conducted by telephone or Zoom video technology.

**Zoom information for hearings scheduled in front of Judge Bedinghaus are as follows:**

<https://zoom.us/j/95156784015?pwd=K1ppUFQ0MUQxYldhb1hRbVIEZFFTQT09>

Meeting ID: 951 5678 4015

Passcode: 762161

Dial by your location

+1 786 635 1003 US (Miami)

Find your local number: <https://zoom.us/u/aetNaXWhyI>

- Small Claims Pre-Trials are scheduled by the Clerk and will have different ZOOM information. Please refer to your notice of hearing for relevant ZOOM information.

Please schedule all hearings in JAWS, “Section 41 – Judge Bedinghaus” calendar.

The website is [https://jawspinellas.jud6.org/jaws\\_attorney/login.aspx](https://jawspinellas.jud6.org/jaws_attorney/login.aspx)

Hearings may be scheduled directly online. For hearings 60 minutes or more please contact the JA via e-mail at [skarczewski@jud6.org](mailto:skarczewski@jud6.org) for scheduling.

It is the moving party’s responsibility to confirm that all counsel/associated parties are in the JAWS database to ensure all parties receive emails regarding the scheduling and cancelation of hearings.

**EMERGENCY HEARINGS:** Please e-mail JA to schedule any emergency matters.

**CROSS NOTICES:** Only after agreement with opposing counsel may the cross-noticing party contact the judge’s office to request permission to add a motion to the previously scheduled hearing.

**CANCELLATION OF HEARINGS:** Hearings that you schedule in JAWS can also be canceled up to 72 hours prior to the hearing. If the hearing is less than 72 hours away, please e-mail the JA to cancel your hearing and provide a succinct explanation for the cancellation.

**COURTESY COPIES:** Do not send courtesy copies of pleadings to the judge if they have already been e-filed. If you intend to rely upon case law as part of your presentation, a hard copy of cases must be provided to the judge's office no less than 72 hours before the hearing.

**SHORT MATTERS CALENDAR:** Any motion requiring 15 minutes or less can be scheduled on this docket. NO CLAIM OF EXEMPTION OR LANDLORD TENANT. Motion must be filed and docketed prior to scheduling hearing.

**EVICTON/UNLAWFUL DETAINER HEARINGS:** Eviction cases are reviewed by the judge upon submission of the proposed Final Judgment via the JAWS Portal. If a hearing is necessary, you may schedule through JAWS.

For Commercial Landlord/Tenant cases with an answer filed, please first submit a proposed "Order to Deposit" (with a blank line for the due date) prior to submitting a proposed Final Judgment of Eviction.

**SCHEDULING JURY AND NON-JURY TRIALS:** When filing a notice to Set Cause for Trial please schedule a 15-minute case management conference (CMC) through JAWS.

**USE OF TECHNOLOGY DURING TRIAL:** If presenting materials using laptop, USB drive, or other device, please contact the Court Technology Office (CTO), (727) 453-7928, to make arrangements for a testing/training session. All devices will need to be brought to session so CTO can test them with the courtroom presentation system.

**SMALL CLAIMS PRETRIALS:** All requests for continuances shall be done in the form of a written motion to the court. Please include in the motion a description of your attempts to contact the opposing party and whether they agreed or objected to the continuance.

**SUBMITTING PROPOSED ORDERS:** Please submit proposed orders in PDF format via the JAWS Portal. Orders must be uploaded within 10 days of hearing. Any documents pertaining to order must be e-filed and docketed prior to uploading the order to JAWS. E-mail addresses for all associated parties must be connected to the case via JAWS prior to uploading order. If there is no e-mail address available you must mail a hard copy to them and file a certificate of service.

**Orders in collection cases MUST contain the following language:**

**IT IS FURTHER ORDERED and ADJUDGED that within 5 days from the date of service of this Judgment, the Plaintiff shall:**

1. **Furnish a copy of this Judgment to each self-represented party by U.S. Mail, first class, postage paid; and**
2. **File a certificate signed by Plaintiff's counsel that delivery of this Judgment has been made forth herein.**

If you are submitting an Agreed Order, please make sure “Agreed” is in the title of the order and advise the court that there was no objection by opposing counsel in your cover letter.

In the event that opposing counsel is objecting to the submission of your proposed order, please indicate the opposition in your cover letter.

**JUDICIAL INSTRUCTIONS FOR ATTORNEYS IN**  
**PINELLAS COUNTY SMALL CLAIMS COURT PRETRIALS**

1. Log into Zoom via computer on a reliable, stable connection. Do not use a phone, tablet, or other device that will limit your ability to prepare or to Zoom chat documents.
2. Be prepared to complete PDF forms on your computer during pretrials, particularly the court Stipulation to Stay Entry of Judgment.
3. Be prepared to Zoom chat documents during pretrials.
4. Be prepared to provide a list of your case numbers by docket time.
5. File your returns of service with the Clerk at least three days before pretrial.

You may download the Pinellas County Stipulation to Stay Entry of Judgment form used at pretrial here:

<https://tinyurl.com/SMALLCLAIMSSTIP>