



Judicial Practices and Procedures

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A. Communications with the Judicial Office

• Method of Communication:

- ☐ Self-represented litigants and attorneys may communicate with the judicial office by telephone (352) 521-4424. The judicial office does not accept text messages.

- **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:**

- ☐ Parties may only contact the judicial office in accordance with these practices and procedures. Unsolicited communications from non-parties will not be considered by the court.

- **E-Filing Portal 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.
- ☐ All attorneys and self-represented litigants must provide an e-mail address to receive signed orders electronically, unless excused. Fla. R. Gen. Prac. & Jud. Admin. 2.516. It is the responsibility of attorneys and self-represented litigants to update their contact information using Form 2.603 any time there is a change in the e-mail account registered for electronic service.

- **Response to Inquiries:**

- ☐ The judicial assistant is not authorized to provide legal advice.
- ☐ The judicial assistant strives to substantively respond to all inquiries within one business day. If the judicial assistant is unable to substantively respond within one business day, your message will be acknowledged as received with an indication of when to expect a substantive response.

- **Other Communication Procedures:**

- ☐ Any e-mail sent to or from the judicial office may be a public record subject to disclosure.

B. Scheduling Procedures

- **Scheduling Hearings: (Please see Remote Appearance below for additional information)**

- ☐ Attorney's must request hearing times using the court's online scheduling platform:

https://jaws.pascocountyfl.net/jaws_attorney/login.aspx

- ☐ In-person hearings will occur at the Robert D. Sumner Judicial Center, 38053 Live Oak Ave, Dade City, FL 33523.
- ☐ Hearings set for 15 minutes may be scheduled directly online. For hearings which require additional time, adjacent hearing time slots may be combined to create the amount of time required provided you first e-mail/call the Judicial Assistant to create the time slot prior to scheduling your hearing.
- ☐ It is the moving party's responsibility to confirm that all counsel/associated parties are in the JAWS database to ensure all parties receive e-mails regarding the scheduling and cancelation of hearings.
- ☐ Pro Se litigants must file their motion/request in writing and file with the Clerk of Court and mail/email a copy to the opposing party. The Judge will review the motion/request upon receipt from the Clerk of Court.

- **Notice of Hearing:**

- ☐ A notice of hearing must be filed and served immediately after approval from Judicial Assistant.
- ☐ A notice of hearing involving any remote appearance must list the judge's ZOOM credentials. This information will be sent via JAWS notification, once it has been approved by the Judicial Assistant.
- ☐ 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.

- **Submission Deadlines:**

- ☐ The court must receive all materials for the hearing no later than 3 business days before the hearing.

- **Continuance Procedure:**

- ☐ Motions for continuance must be filed at least 7 days (criminal cases) prior and 3 days (civil cases) prior to the scheduled court date for which the continuance is sought and 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.

C. Remote Appearance

- **Platform Used:**

- ☐ The court uses ZOOM for remote appearances.

- **Platform Meeting ID#:**

- ☐ The judicial assistant will provide the ZOOM ID and Passcode via JAWS notification upon approval of hearing time.

- **Requirements for Criminal Court:**

- ☐ Non-Evidentiary Pretrial Conference proceedings scheduled for 30 minutes or less may be set via communication technology (ZOOM).
- ☐ All parties and attorneys choosing to appear by ZOOM must file a written motion requesting such with the Court and upload/provide a proposed order for the Court to review in advance of the hearing.
- ☐ Requests for remote appearance on criminal cases must be submitted 7 days prior to the hearing. Untimely requests to appear remotely, will not be permitted.
- ☐ It is the moving party's responsibility to confirm that all counsel/associated parties are in the JAWS database to ensure all

parties receive e-mails regarding the order.

- ☐ Any person appearing remotely must be in a private location that is quiet and free from distractions. Under no circumstances will a participant be permitted to appear remotely from a moving vehicle.
- ☐ Any person appearing remotely must dress and behave professionally in the same manner as if physically present in the courtroom.
- ☐ Any person appearing remotely must enable the person's camera when joining the proceeding and keep the camera turned on until instructed otherwise by the court.
- ☐ Any person appearing remotely must mute the person's microphone when joining the proceeding and keep the microphone turned off until instructed otherwise by the court.
- ☐ Any person appearing by ZOOM must log into ZOOM at the beginning of the Court session and be available in the ZOOM waiting room until called. ZOOM appearances will be called at the conclusion of the in-person docket.
- ☐ Any hearing requiring a party or witness to be placed under oath to testify is considered evidentiary and must be done in person. Violations of Probation are in person. All motions to recall capiases or warrants shall be done in person with the defendant present.

• **Requirements for Civil Court:**

- ☐ Non-Evidentiary proceedings scheduled for 30 minutes or less may be set via communication technology (ZOOM).
- ☐ All other proceedings are to be scheduled **in person**. In person hearings will occur at the Robert D. Sumner Judicial Center, 38053 Live Oak Avenue, Dade City, FL 33523.
- ☐ Once the hearing is requested and approved in JAWS, the Judicial Assistant will e-mail a JAWS notification with the ZOOM meeting ID and passcode. This information should be included in the notice of hearing.
- ☐ It is the moving party's responsibility to confirm that all counsel/associated parties are in the JAWS database to ensure all parties receive e-mails regarding the scheduling and cancelation of hearings.

D. Submission of Orders and Judgments

- **Format:**

- ☐ All proposed orders must be submitted in PDF and provided to opposing counsel and any self-represented litigant.

- **Submission Method:**

- ☐ All proposed orders must be submitted to the court by U.S. mail or hand-delivered to the judicial office or via JAWS in PDF format. When using JAWS, it is important to make sure that all associated party e-mails are connected to the case in order for everyone to receive a conformed copy of the order. In the event you do not have a pro se litigant's e-mail, the conformed copy and attachments, need to be mailed and a follow up certificate of service should be filed through the e-portal.
- ☐ Self-represented litigants excused from e-mail service may submit proposed orders to the court by U.S. mail or hand-delivered to the judicial office.

E. Courtesy Copies of Case Law and Other Documents

- **When Required:**

- ☐ Courtesy copies of Case Law and other documents including evidence may be submitted to the court for any hearing or trial.

- **Submission Method:**

- ☐ Courtesy copies must be submitted to the court by U.S. mail or hand-delivered to the judicial office.
- ☐ Self-represented litigants excused from e-mail service may submit courtesy copies to the court by U.S. mail or hand-delivery to the judicial office.

Deadline for Submissions:

- ☐ Courtesy copies must be submitted to the court no later than 3 days before any hearing or trial.

F. Emergency and Other Urgent Matters

- **Requirements:**

- ☐ If a party believes there is a factual basis for setting an emergency hearing, a detailed motion setting forth the following must be filed: (1) the issues to be resolved, (2) reasons why an emergency hearing is necessary, and (3) the amount of time needed for each party's presentation.

- **Scheduling:**

- ☐ If the court determines that an emergency exists, a hearing will be scheduled unilaterally by the court. All parties shall make themselves available for the emergency hearing, barring exigent circumstances.

G. Exhibits for Evidentiary Proceedings

- **Submission Method:**

- ☐ Hand-deliver or mail all printed exhibits to the clerk of court and the Court.

- **Format:**

- ☐ All attorneys and self-represented litigants must bring sufficient copies of each exhibit for the clerk, the court, and each party to review during the hearing or trial.

- **Deadline for Submissions:**

- ☐ Exhibits must be received in chambers at least 3 days before the evidentiary proceeding.

- **Other Procedures Relating to Exhibits for Evidentiary Proceedings:**

- ☐ The Court does not accept or print electronic filings for evidence.

H. Pretrial Procedures and Conferences

- **Case Management Conference (CMC):**

- ☐ Any party may request a CMC when a case requires.
- ☐ The court strongly encourages the early use of CMCs in more complex cases, multiple-party litigation, or any case that might benefit from court intervention.

- **Requirements:**

- ☐ Any request for a CMC must articulate the reasons for the necessity of the conference.

- **Scheduling:**

- ☐ If the court grants the request for a CMC, the moving party must schedule the CMC through the online scheduling platform.

I. Setting Case for Trial

- **Mediation**

- ☐ ALWAYS required before trial.

- **Notice Period:**

- ☐ The court does not set date-certain trials. After the case management conference, the court will assign cases to specific days during the trial period and may assign back-up cases. Attorneys, self-represented litigants, parties, and witnesses are expected to be available during the entire trial period.

- **Other Procedures for Setting Case for Trial:**

- ☐ See Administrative Order 2025-012 for detailed procedures.

J. Other Division Procedures

- **ADA Accommodations:**

- ☐ Information on ADA accommodations can be found on the circuit's website at the following link: jud6.org.

- **Interpreter Requests:**

- ☐ If an interpreter is needed for a hearing or trial, please contact pascointerpreter@jud6.org.

- **Other Division Procedures:**

- ☐ **Motions decided on written submissions:** 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 Take Judicial Notice, Motions to Stay, Motions to Reschedule Mortgage Foreclosure Sale, Motions for Continuance, and Motions for Disqualification. Motions for Summary Judgment may not be decided via the written submissions procedure. Please see Administrative Order 2020-012 and Administrative Order 2020-011 for sample forms as to

correspondence, notice and a proposed order.

- **Motion for Attorney's Fees and Tax Costs:** Attorneys must send a copy of their Motion to Tax Costs and Award Attorney's Fees to the Judge's Office. Once received, the Judge will electronically enter an Order Preliminary to hearing. Once the attorneys comply with the Preliminary Order and are ready for a special set hearing, the moving attorney must schedule this in JAWS. However, the Court will not enter its Order Preliminary unless there is a Final Judgment, Stipulation for Dismissal, etc., entered in the case. Fee affidavits are sufficient in lieu of expert testimony IF parties agree.