

**EDWIN B. JAGGER COUNTY COURT JUDGE
COUNTY CIVIL SECTION 40 / SMALL CLAIMS SECTION 46**

Judicial Assistant: Michelle Hall, section40@jud6.org

545 1st Avenue North, 5th Floor
St. Petersburg FL 33701 Phone
(727) 582-7788

INSTRUCTIONS AND JUDICIAL PRACTICE PREFERENCES

TO SCHEDULE HEARINGS - Please contact Judge Jagger's office at (727)582-7788 if you are needing dates/times to schedule a hearing with the Judicial Assistant.

****The Judicial Assistant schedules hearings by phone only, not through JAWS or E-mail.**

TELEPHONIC HEARINGS shall take place by a conference line so that all parties may dial into the hearing. If you do not have your own conference line please use the Court's conference line.

Conference line: (516) 893-5549

Access code: 6575197

IN PERSON HEARINGS shall be noticed for St. Petersburg Courthouse.

St. Petersburg Judicial Building
545 1st Avenue North
5th Floor (there is no room number)
St. Petersburg, FL 33701

ZOOM HEARINGS will be set up by the Judicial Assistant. Please make sure to provide all emails for the Zoom invitation when setting up the hearing with her.

CANCELLATION OF HEARINGS shall be done by contacting the Judicial Assistant and advising her by phone. This is especially important if the hearing is being canceled on the same day as the hearing. An email may not be received in time to remove the hearing from the calendar.

SCHEDULING JURY AND NON-JURY TRIALS: When filing a notice to Set Cause for Trial please schedule a case management conference/ pretrial with the Judicial Assistant.

SUBMITTING PROPOSED ORDERS: Please submit proposed orders via the JAWS Portal in PDF format, section 40. 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 order and attachments, such as fact information sheets, need to be mailed to the other side.

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 objects to the submission of your proposed order, please submit a HARD COPY of the order along with a cover letter advising the judge that an opposing order will be submitted by opposing counsel.

In cases where a hard copy of a proposed order needs to be submitted to the judge’s office please make sure that there are copies for each party along with postage paid envelopes with the sender’s return address.

SEND ALL MAIL DIRECTLY TO:

Judge Edwin B. Jagger
St. Petersburg Judicial Building
545 1st Ave. North
St. Petersburg, FL 33701

EVICTON CASES are reviewed by the judge upon submission of the proposed Final Judgment via the JAWS Portal. If a hearing is required you will be prompted to schedule the hearing via e-mail through the JAWS Portal.

COURTESY COPIES that are being provided to the Judge’s office (e.g. Motions, affidavits, case law) shall be submitted by hard copy at least 48 hours in advance.

Please review page 3 regarding Judicial Instructions for attorneys in Small Claims Pretrials.

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>