

JUDGE ANNE WANSBORO'S PRACTICE PREFERENCES DIVISION 15

NOTE: These preferences are all “absent good cause.” Please contact the JA if you have good cause to request a modification. We will attempt to accommodate your request.

COPIES, EMAIL, MAIL

- It is not necessary to send copies to the judge; she will look in the court file.
- Prior permission from the judge or the JA is required before emailing the judge or the JA. You may request permission by calling the JA or by asking the judge in open court.
- Emails must include the opposing party as a recipient.
- The judge and the JA do not open email attachments sent from addresses not in our intranet.
- Originals must be filed with the clerk, not mailed to the judge.

ALL MOTIONS AND PROPOSED ORDERS

- Motions must be filed far enough in advance so that they populate in the clerk's system before any court action is requested.
- Motions must be filed before requesting a hearing date and time.
- For hearings expected to take more than 5 minutes, the movant must tell the JA how much time will be needed for the hearing and the movant's Notice of Hearing must state how much time the movant has requested.
- For motion hearings, the judge prefers that the attorney have a proposed order in hand at the time of the hearing. If the attorney does not have a proposed order in hand, the attorney will submit a proposed order in JAWS, but must not upload a proposed order until the hearing has been held.
- For *ex parte* motions, the attorney should upload a proposed order in JAWS, but not before the *ex parte* motion has populated in the clerk's system.
- All proposed orders uploaded into JAWS must be in PDF (otherwise they won't load).
- All proposed orders should avoid having a page break before the “DONE AND ORDERED” line.

MOTIONS TO CONTINUE

- Motions to Continue based on any type of scheduling conflict must contain a proposed new date and time and a statement that the new date and time are free of any scheduling conflicts. Call the JA for new dates and times. The proposed order granting the Motion to Continue must contain the conflict-free new date and time.
- Motions to Continue based on conflicting court appearances must include all information necessary for the judge to be able to follow the guidelines of Florida Rule of General Practice 2.550.

MOTIONS AND PROPOSED ORDERS FOR REMOTE ATTENDANCE

- Motions for remote attendance must include the date and time of the hearing, and the names of those requesting to attend remotely.
- In order for the judge to have enough time to comply with Florida Rule of Criminal Procedure 3.116(c), the motion for remote attendance should be filed at least 10 days before the hearing.
- Although Zoom labels the event a “meeting,” it is not a meeting; it is a court proceeding and all the rules of in-person court apply to remote attendance.
- Proposed orders granting remote appearance must include the date and time of the hearing; the names of those attending remotely; and the following language, verbatim:

1. Every person attending remotely must ensure that his or her audio and video are on and functioning.
2. Every person attending remotely must ensure that he or she is muted upon entry, and must not unmute until instructed to do so by the judge or the JA.
3. Every person attending remotely must ensure that his or her name is under his or her video.
4. Every attorney attending remotely must have “Attorney” before his or her name.
5. No person attending remotely may use any messaging functions, including chat, emoji’s and reactions.
6. No person attending remotely may use any video filter, avatar or studio effect.
7. No person attending remotely may use “Screen share,” “Start video,” “Share notes” or “Set meeting timer.”
8. No person attending remotely may use any apps, collaboration options, timers or recorders.

HEARINGS AND PROPOSED ORDERS REGARDING COMPETENCY TO PROCEED

- For hearings on motions regarding competency, the attorney should have a proposed order in hand at the time of the hearing.

COURTROOM

- Coverage attorneys must be able to answer the judge’s questions about the case that the attorney of record should be able to answer.
- Before court starts, attorneys must pre-mark exhibits with the clerk’s stickers. The sticker goes on the back. Use letters for ID, and leave the exhibit number blank. If the item is submitted into evidence, the Court will assign it an exhibit number. At that time, the attorney must give the evidence to the clerk for numbering.
- Objections must include the legal basis for the objection. Example: “Objection, hearsay.”
- Attorneys who have been granted motions to consolidate traffic infraction(s) must be prepared to tell the judge what violation the traffic infraction(s) allege(s).

PRETRIAL CONFERENCE

- Waivers of Appearance must be date specific and filed far enough in advance to populate the clerk’s system before the pretrial conference.

TRIALS

- A change of plea entered after calendar call will be an open plea, unless the State amends the charge.