Judicial Practice Preferences

Judge Rebecca L. Hamilton, Circuit Judge
Amy Brozell, Judicial Assistant

Contact Information
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Table of Contents

A. Communications with the Judicial Office 1
B. Scheduling Procedures 2
C. Case Management and Resolution 6
D. Foreclosure Procedures 6
E. Trial Practice 7
F. Submission of Orders and Judgments 7
G. Courtesy Copies to the Court 8
H. Emergency/Expedited Motions 9
I. Other Motion Practice 9
J. Other Division Procedures 11

A. Communications with the Judicial Office

Method of Communication:

- All communications to the judicial office must be submitted by e-mail to Section13@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.

2026/2027 Jury Trial Dockets

Jury Trial Week	Pretrial Conf. Date	Calendar Call
January 11, 2027	12/14/26 & 12/15/26	01/08/2027
February 1, 2027	01/04/27 & 01/05/27	01/22/27 & 01/29/27
March 15, 2027*	02/15/27 & 02/16/27	03/05/27 & 03/12/27
May 17, 2027*	04/19/27 & 04/20/27	05/07/27 & 05/14/27
July 12, 2027*	06/14/27 & 06/15/27	07/01/27 & 07/09/27
August 23, 2027*	07/26/27 & 07/27/27	08/13/27 & 08/20/27
October 18, 2027	09/20/27 & 09/21/27	10/08/27 & 10/15/27
November 15, 2027	10/25/27 & 10/26/27	11/05/27/ & 11/12/27

*Two-week Trial docket

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.

Scheduling Hearings using JAWS:

- Hearings on Motions of 15, 30 and 60 minutes may be scheduled directly in JAWS.

- For hearings over 1 hour, please request a CMC hearing in JAWS. Judge Hamilton will provide dates/times for request.

Motions Decided on Written Submissions that do NOT require a hearing ADMINISTRATIVE ORDER NO. 2026-031 PA/PI-CIR

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 2026-031:

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 B 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 A 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 Hamilton Section 13

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

Dial-in Number (US): (978) 990-5330
Access Code: 5156986#

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 Hamilton's 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 Hamilton 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 Hamilton 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

- Administrative Order AO2025-006 outlines the mandatory case management process.

Review the administrative order:
Administrative Order 2025-006

- If an agreed Case Management Order is reached, submit it via JAWS along with a cover letter for judicial review. Please reach out to the Judicial Assistant for a blank CMC Order.

- If an agreement is not reached, schedule a 15-minute Case Management Conference via JAWS.

D. Foreclosure Procedures

- Foreclosure Summary Judgment may be scheduled on the UMC calendar, if only 5 minutes or less, (heard via Zoom) otherwise please schedule for the appropriate length of time in JAWS.

- Non-Jury Trials (1 hour or less): Schedule in JAWS.

- Submitting Foreclosure Final Judgments: these should be prepared via hard copies, sufficient copies of the order and postage-paid envelopes for all parties. Send the above to Judge Rebecca Hamilton, 545 1st Avenue N. Room 412, St. Petersburg, FL 33701 via US Mail/FedEx/UPS/Courier (NOT BY EMAIL)
- Foreclosure Sale Cancellations must Comply with AO 2019-004 provisions.

- Foreclosure Non-Jury Trials, Plaintiff is responsible for preparing the Notice that the Cause at Issue and sufficient copies of the order and postage-paid envelopes for all parties. Send the above to Judge Rebecca Hamilton, 545 1st Avenue N., Room 412, St. Petersburg, FL 33701 via US Mail/FedEx/UPS/Courier (NOT BY EMAIL) and must be received by the Judge's office at least five (5) business days prior to the hearing.

E. Trial Practice

- Pre-trial Conference (PTC) Schedule: Conferences are set at adjacent 15-minute intervals starting at 9:00 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 in person.

- Trial Calendar Calls: Telephonic calendar calls will be held in person on a Friday before trial week.

- Motions in Limine: MIL's not previously addressed will be heard after Calendar Call. If a hearing is needed to address MIL's prior to trial, and JAWS shows no availability, please email JA for special set times. Email must have case #/style and duration of hearing requested. ALL parties must be cc'd. Motions in Limine must comply with CMC and PTC Orders, being served no later than 30 days before PTC to opposing counsel and the Court.

- 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.

- Voir Dire: Conducted with the entire jury panel. The Court will initiate voir dire, followed by counsel.

F. Submission of Orders and Judgments

- Submit agreed 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.

- If the order is not agreed upon it must be accompanied by a cover letter either (1) certifying that all parties do not agree to the order or (2) containing a statement identifying any disagreement of the parties as to the proposed order, sent via mail. DO NOT SUBMIT TO JAWS, DO NOT EMAIL competing orders. Please mail competing orders redlined to easily identify the differences. Include transcript or identify if there is not one. Include Cover Letter.

- 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

- The Court will prepare the Order Setting Jury Trial or Order Setting Non-Jury Trial once the date is provided at the CMC hearing.
- Submit the proposed Uniform PTC order to Section13@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 Hamilton's 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). Binders can be dropped off or sent via mail. All other pleadings should be e-filed. If documents, including Memorandum's with exhibits exceed 20 pages, please provide a hard copy/binder to the Court. US Mail/Fed Ex/UPS or Hand Delivery is acceptable.

- 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.

- Any Motion filed with the Court, whether you're an Attorney or Pro-se, the Certificate of Conferral (Rule 1.202) is required for consideration. If one is not needed, then the Certificate of Conferral would then reflect that Conferral is not required.

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 (15min) 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.

Certificate of Conferral

- Per Rule 1.202, any Motion filed with the Court, whether you're an Attorney or Pro-Se, the Certificate of Conferral is required for consideration. If one is not needed, then the Certificate of Conferral would then reflect the Conferral is not required.

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 emailed to section13@jud6.org the Notice of Cancelation must include the reason for cancelation. Cancelation will not be processed if the NOC does not contain the reason. 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.

Unilaterally Settings Hearings:

- Unilaterally set hearings MUST contain in the Notice of Hearing a detail of times and dates given to opposing and certified that the opposing has not filed a Notice of Unavailability during the time frame. Opposing must be given at least 5 days to respond.

J. Other Division Procedures

- ADA Accommodations: Information on ADA accommodations can be found on the circuit's website at the following link: ADA Assistance - Sixth Judicial Circuit

- 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