

Judicial Practices and Procedures  
Last Modified April 16, 2026  
Circuit Criminal Division B  
Courtroom 6

Keith Meyer, Judge  
Sophia Mas, Judicial Assistant

**Contact Information**

Mailing Address: 14250 49<sup>th</sup> Street N., Chamber 9, Clearwater, FL 33762  
Telephone: 727-464-6430  
E-mail: [sectionb@jud6.org](mailto:sectionb@jud6.org)

**Table of Contents**

A. Communications with the Judicial Office ..... 1  
B. Scheduling Procedures ..... 2  
C. Remote Appearance..... 2  
D. Submission of Orders and Judgments ..... 3  
E. Courtesy Copies of Case Law and Other Documents..... 4  
F. Emergency and Other Urgent Matters ..... 4  
G. Exhibits for Evidentiary Proceedings ..... 4  
H. Pretrial Procedures and Conferences ..... 5  
I. Setting Case for Trial ..... 6  
J. Forms ..... 6  
K. Other Division Procedures ..... 6

**A. Communications with the Judicial Office**

- **Method of Communication:** All communications to the judicial office must be submitted by e-mail to [sectionb@jud6.org](mailto:sectionb@jud6.org). The subject line must contain the case number, case name, and relevant matter.
- **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:** Unsolicited communications from non-parties will not be considered by the court. Parties may only contact the judicial office in accordance with these practices and procedures.
- 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.

## **B. Scheduling Procedures**

- Court Schedule: Jury trials are generally scheduled on Monday, Tuesday, Wednesday, or Thursday. Arraignments are generally scheduled on Monday afternoons. Pre-trial conferences are generally scheduled on Monday, Tuesday, Wednesday and Thursday mornings. Violations of probation are generally scheduled on Friday mornings. Substantive motions are generally scheduled on Monday and Friday afternoons, after coordinating with the State Attorney's Office.
- Scheduling Hearings: Hearings must be requested by e-mail to [sectionb@jud6.org](mailto:sectionb@jud6.org).
- Notice of Hearing: A notice of hearing must be filed and served immediately after reserving hearing time. A notice of hearing involving any remote appearance must list the judicial Zoom credentials. All notices of hearing must contain the 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 one business day before the hearing.
- Order of Proceedings: Parties represented by attorneys will generally be heard first.
- Continuance Procedure: A request for continuance must be submitted prior to the scheduled court date. 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**

- Remote Appearance Procedure: Requests to use communication technology for an appearance must be made by motion in compliance with Florida Rule of General Practice and Judicial Administration 2.530. These motions must include a certification that the requesting party has reliable internet access and a quiet location free of distractions and noise for the remote appearance. All requests for remote appearance must be submitted at least 1 day prior to the scheduled proceeding.
- Platform Used: The court currently uses Zoom and telephone for remote appearances.
- Platform Meeting ID#: Contact the judicial assistant to obtain the platform meeting ID#.

- Requirements: Any person appearing remotely must behave and dress in a manner appropriate for court.

#### **D. Submission of Orders and Judgments**

- Format: Judge Meyer strongly encourages utilization of the JAWS system for submission of proposed orders. Please make sure to read these instructions before requesting/submitting to JAWS.

Proposed orders may now be uploaded to JAWS for Judge Meyer's electronic signature. You must include an explanatory cover letter (see #5 below). All documents are to be uploaded as PDF documents. The instructions for uploading orders are as follows:

(1) JAWS submissions of proposed orders to the court should consist of one upload with cover letter and order uploaded via different tabs:

- a. The cover letter, with any motion, or stipulation (plus exhibits) should be uploaded in the Include Cover Letter section as one pdf file.
- b. The order ONLY to be reviewed and signed goes in the Document Title section. Title the document and then upload the order in the "browse" section.

(2) It should never be necessary to make a duplicate upload. *If there is a problem with uploading, contact the JAWS Help Desk, 727-453-4357.*

**(3) Please make sure to leave plenty of space between the last line and the signature line to allow for the electronic signature. Please do not submit orders with hanging signature lines.**

(4) Do not submit proposed orders through JAWS in advance of a scheduled hearing unless specifically requested by the judge.

(5) Cover letter requirements:

a. Your cover letter should include express confirmation by a member of the Florida Bar that the proposed order has been shared with all necessary parties, and that they have no objection as to its form or that they have failed to respond in a reasonable time with any specific objections. (If there is an objection, please specify position of objecting party.)

b. If your order is based on the judge's ruling after a hearing, state that fact, including the date of the hearing.

c. **The cover letter must be copied to all parties including pro se individuals and reflect same on the cover letter.**

**Electronically conformed copies will only be provided to the email addresses which have been associated to the case in JAWS. It is the responsibility of the party uploading a proposed order to confirm all email addresses have been added to JAWS including any Pro Se parties. The JA and the clerk DO NOT maintain the associated party data base.**

If you are sending an order in via US Mail or other physical delivery method, you should follow the above instructions as to the cover letter and proposed order.

### **E. Courtesy Copies of Case Law and Other Documents**

- When Required: Courtesy copies of case law or other specified document must be submitted to the court for any substantive proceeding.
- Format: PDF or Word document
- Submission Method: e-mail to [sectionb@jud6.org](mailto:sectionb@jud6.org)
- Deadline for Submissions: Courtesy copies must be delivered to the court no later than one day before any substantive proceeding.

### **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.

Contact the Judge's chambers by email ([sectionb@jud6.org](mailto:sectionb@jud6.org)) or by phone (727-464-6430)

### **G. Exhibits for Evidentiary Proceedings**

- Submission Method: Hand-deliver all exhibits to the clerk of the court..
- Format: Exhibits must be submitted to the clerk of court in paper format. Any videos must be submitted to the clerk on a CD or DVD. USB drives will not be accepted. 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. Exhibits must be labeled in the following format: 'State 1' or 'Defense 1.'
- Deadline for Submissions: All exhibits must be available at the time of the hearing or trial.

## **H. Pretrial Procedures and Conferences**

- Pre-trial Conference: Pre-trial conferences will be scheduled periodically. Defendants are required to appear in person unless their presence has been waived in accordance with Florida Rules of Criminal Procedure.
- Additional hearings may be requested by either party.

Sign-Up List: As a courtesy to attorneys who appear in multiple sections, attorneys not assigned to the section may sign up in court, prior to the start of the court session. E-mailed submissions asking to be placed on a sign-up list will not be accepted. If an attorney is not present when their case is called, the Court will continue down the sign-in list and call that attorney's case as soon as is practical when they return to the courtroom. Attorneys assigned to the section should be prepared to discuss their cases at the beginning of the court session and will be allowed to call their cases before attorneys on the signup sheet at the Court's discretion.

Defendant's Presence: The Defendant's presence at a pretrial conference may be waived pursuant to Florida Rules of Criminal Procedure 3.180. The Defendant must be present if required by Court, regardless of any previous waiver. The Defendant's presence should not be waived if counsel has not had an opportunity to discuss the case with them. The Defendant's presence may not be waived if speedy trial has not or will not be waived and the case will be set for trial.

Continuances: Pretrial conferences may be continued without a motion if both sides are in agreement. If there is not an agreement then a motion must be filed and set for hearing. Oral motions can be heard in open court at the pretrial conference. \*See above "To Continue a Hearing" section.

### **PRETRIAL MOTIONS**

Filing of Motions: Motions must be filed and a courtesy copy sent to opposing party before requesting hearing time. Any hearing time must be coordinated with the opposing party. A courtesy copy of the motion may be sent to the Court via email or in open court.

Defendant's Presence: Absent prior Court approval and good cause, the Defendant must be present for all motion hearings. Cases will also be set for a pretrial conference at the same time as substantive motion hearings. If a ruling is made at the time of the motion hearing, attorneys should be prepared to discuss the case and the Defendant should be prepared to resolve the case or set it for trial.

Change of Plea Hearings: Hearings for a change of plea should only be set if the attorney has spoken with their client in advance and has a good faith basis to believe that the Defendant wishes to change their plea.

## **I. Setting Case for Trial**

- Procedure: The court will generally schedule a case for trial at the request of either party. The court may schedule a case for trial without a request from either party.
- Notice Period: The court generally sets date-certain trials. Jury selection will typically be in the morning with opening statements following jury selection. Attorneys, self-represented litigants, parties, and witnesses are expected to be available during the entire trial.

All trials will be scheduled in open Court unless directed differently by the Judge. If greater than 30 jurors will be requested for initial panel, attorneys must notify the Court at time of setting trial.

Motions to Continue: Motions to Continue Trial will need to be set for a hearing. Hearing time can be obtained by sending an email to [sectionb@jud6.org](mailto:sectionb@jud6.org).

Voir Dire: The Court will initiate voir dire. Attorneys for the State and Defendant will be given a reasonable amount of time to inquire of the venire.

Jury: Attorneys and the Defendant should not stand when the Jury enters/exits the courtroom.

Conduct of Trial: Attorneys shall have the clerk pre-mark any exhibits to be introduced at trial.

Attorneys will show exhibits to opposing counsel before approaching a witness. Attorneys should request permission to approach the bench, witnesses, or the clerk.

## **J. Forms**

- No division specific forms are currently in use.

## **K. Other Division Procedures**

- ADA Accommodations: If you are a person with a disability who needs an accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Human Rights Office, 400 S. Ft. Harrison Ave., Suite 500, Clearwater, FL 33756, 727-464-4062 (V/TDD) or 711 for the hearing impaired, or email at [ada@jud6.org](mailto:ada@jud6.org), at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than seven days.

The court does not provide transportation and cannot accommodate such requests. Persons with disabilities needing transportation to court should contact their local public transportation providers for information regarding transportation services.

- Interpreter Requests: If an interpreter is needed for a hearing or trial, please call 727-453-7177.

**\*NOTICE\*NOTICE\*NOTICE\***

**Prior to any hearing please check the Court file to make sure ALL parties have been noticed.**