

# Judicial Practices and Procedures

*(Last modified: March 2026)*

**Thomas Ramsberger**, Circuit Judge

Valerie McGivern, Judicial Assistant

## **Contact Information**

Address: 545 First Avenue North, Room 200, St. Petersburg, FL 33701

Telephone: (727) 582-7874

E-mail: [section19@jud6.org](mailto:section19@jud6.org)

## **Table of Contents**

A.	Communications with the Judicial Office.....	1
B.	Scheduling Procedures/Jury Trial Dockets.....	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.....	10
K.	Forms.....	10

## **A. Communications with the Judicial Office**

### **Method of Communication:**

- All communications to the judicial office must be submitted by e-mail to [section19@jud6.org](mailto:section19@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.
- *All counsels shall properly associate themselves in JAWS as Plaintiff or Defendant's counsel upon their appearance in a case.*

**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 public record, subject to disclosure.

**B. Scheduling Procedures for Jury Trials, Non- Jury Trials and**

ALL other hearing matters:

- **Please schedule a Case Management Conference in JAWS to schedule a Jury Trial or a Non-Jury Trial (lasting more than 15 minutes).** Please set this CMC on a 15 Minute Motion Calendar docket.

## 2026 Jury Trial Dockets

<b>Jury Trial Weeks</b>	<b>Pre-Trial Conference</b>
February 9 & February 16, 2026 (2-week docket)	January 8, 2026
April 6 & April 13, 2026 (2-week docket)	March 5, 2026
June 1 & June 8, 2026 (2-week docket)	April 30, 2026
July 13, 2026	June 18, 2026
August 17, 2026	July 9, 2026
September 14 & September 21, 2026 (2-week docket)	August 13, 2026
October 12, 2026	September 10, 2026
December 7, 2026	November 5, 2026

---

## 2027 Jury Trial Dockets

<b>Jury Trial Weeks</b>	<b>Pre-Trial Conference</b>
February 8 & February 15, 2027 (2-week docket)	January 7, 2027
April 5 & April 12, 2027 (2-week docket)	March 4, 2027
May 10, 2027	April 1, 2027
June 14 & June 21, 2027 (2-week docket)	May 6, 2027
August 16, 2027	July 15, 2027
September 13 & 20, 2027 (2-week docket)	August 12, 2027
October 11, 2027	September 9, 2027
December 6, 2027	November 4, 2027

### 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 in-person or via Zoom. Zoom credentials are provided by Judge Ramsberger's Judicial Assistant and must be listed on the Order Setting Non-Jury trial. The Order Setting Non-Jury and Pretrial Conference templates are below on the last pages of these preferences. If unable to copy them below, you may email the JA at

Section19@jud6.org for the templates in Word format.

**Scheduling Hearings using JAWS:**

- Hearings on Motions of 15 and 30 minutes may be scheduled directly in JAWS.
- When requesting a hearing time slot via JAWS, please state the date the motion was filed. i.e. Motion to Compel (3/17/26).
- For 30 or 45 minute hearings, you may combine available adjacent time slots by emailing the JA to create the time slot desired, prior to requesting hearing time.
- For hearings 1 hour or more you may email the judicial assistant directly for available hearing times. Be sure to copy all parties on the email and attach the already e-filed motion and response, if any, to the email.

• **Submission Deadlines:**

Any evidence, case law, etc., that requires a binder must be received at the St. Petersburg Judicial Building, Room 200, before 4:00pm, on the Thursday prior to the scheduled hearing. *Any pleading necessary to be emailed to the Judicial Assistant must be submitted timely.*

**Motions Decided on Written Submissions that do NOT require a hearing.  
ADMINISTRATIVE ORDER NO. 2020-012 PA/PI-CIR**

<https://www.jud6.org/LegalCommunity/LegalPractice/AOSAndRules/aos/aos2020/2020-012.pdf>

Motions that may be ruled on based upon 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 2020-012:**

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 A 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 submit a proposed order in hard copy to the Judge via U.S. Mail, UPS, FedEx or other delivery means 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 C 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/scheduled 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, as stated below in a 14 font.

**If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled to, at no cost to you, the provision of certain assistance.**

**For proceedings in the Court of Pinellas County, please contact the Human Rights Office, 400 S. Ft. Harrison Ave., Ste. 300, Clearwater, FL 33756, (727) 464-4062 (V/TDD) 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 7 days; if you are hearing or voice**

**impaired, call 711.**

**Remote/Telephonic Hearings Instructions:**

Judge Thomas Ramsberger - Section 19

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

**Dial-in Number (US): (425) 436-6303**

**Access Code: 141878#**

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 Ramsberger'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 as prompted.
- 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—no earlier than 5 minutes before—to avoid overloading the line.
- Judge Ramsberger 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 Thomas Ramsberger 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 one hour or more. The moving party is responsible for including the Zoom Meeting ID and Passcode in the Notice of Hearing.

### **C. Case Management and Resolution**

- The Florida Supreme Court's Administrative Order AOSC20-23 Amendment 11 outlines the mandatory case management process.

Review the administrative orders:  
Administrative Order 2021-013  
Administrative Order 2021-012

- If an agreed Case Management Order is reached, submit the proposed Case Management Order and cover letter via JAWS for judicial review. If any party is Pro Se, the Case Management Order must be submitted to the court in hard copy, along with conforming copies and self-addressed stamped envelopes.
- If an agreement is not reached, schedule a Case Management Conference via JAWS.
- Please schedule a CMC using a 15-Minute Motion Calendar docket. There are also (5-7 minute) UMC dockets available for Case Management Conferences for Section 19.

---

### **D. Foreclosure Procedures**

- Summary Judgment and Non-Jury Trials: Schedule in JAWS.
- Non-Jury Trials 15 (or 30) minutes or less: Schedule in JAWS. (1 hour or more, contact the JA).
- Submitting Foreclosure Final Judgements: *Shall be submitted to the court in hard copy via US Mail, UPS, Fed Ex or other delivery means, no later than 4:00pm on the Thursday prior to the hearing.*
- Foreclosure Sale Cancellations must Comply with AO 2017-007 provisions.

## E. Trial Practice

- **Pre-trial Conference (PTC) Schedule:** Conferences are set at 15-minute intervals starting at 9:00 a.m. The Judicial Assistant schedules these conferences. PTCs will be conducted via conference call: **Dial-in: (425) 436-6303 - Access Code: 141878#**
- **Trial Calendar Calls:** Telephonic calendar calls will be held at 11:00 a.m. on the Friday before trial week or *as stated in the trial order*.
- **Motions in Limine:** Will be heard on Thursday, with the exception of a holiday, the week prior to the scheduled Jury Trial. *Your Motion in Limine must be scheduled with the JA following the Pre-Trial Conference and receipt of the Order Establishing Motion in Limine Procedures.*
- **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 proposed Pre-Trial Order to the Judicial Assistant at least **2** days prior to the Pretrial Conference.
- **On Trial Day:** Counsel shall bring jury instructions and verdict forms to court with them. Email courtesy copies to the Judicial Assistant in word format. Blank notepads and pens or pencils should be provided by Plaintiff for the jurors.
- **Exhibit Preparation:** Exhibits should be clearly marked and divided. 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. Inform the Judicial Assistant whether opposing counsel objects.
- **Voir Dire:** Conducted with the entire jury panel. The Court will initiate voir dire, followed by counsel.

#### F. Submission of Orders and Judgments

- Proposed orders must be submitted via JAWS in PDF format, unless one or more parties are Pro Se.
- All proposed orders must be accompanied by a cover letter certifying that all parties agree to the proposed order.

Competing proposed orders must be submitted to the Judicial Assistant via email in *word format*, along with a cover letter containing a statement identifying the disagreement of the parties as to the proposed order.

- Proposed orders must be submitted within 10 days after any hearing *unless otherwise directed by the court*. Please allow up to 15 days for non-emergency matters to be reviewed before inquiring of the status.
- Pro se litigants may email the judicial assistant their proposed order and copy opposing counsel on that email.

#### 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 them via email). The Court reviews the case file through the Clerk of Court's website. Binders are generally not received. All other pleadings should be e-filed.
- 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 4-5 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 setting forth the following: (1) the issue(s) to be resolved, (2) reason(s) why an emergency hearing is necessary. A copy of the motion shall be emailed to the Judicial Assistant, copying all parties on the email. In your email you must state whether opposing counsel has an objection to the motion and how much time is requested for a hearing.
- If the court determines that an emergency exists, hearing time will be offered by the court via reply email.

## I. Other Motion Practice

### **Motions for Rehearing/Reconsideration**

- Motions for Rehearing/Reconsideration: After the Motion has been e-filed with the Clerk of Court, 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 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 the court in hard copy and be sure to include the client's address, email, and phone number in the order.

### **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 the hearing in JAWS and immediately notify the Judicial Assistant via email and/or telephone. You must also immediately file and serve a notice of cancellation on opposing counsel and any self-represented litigant. *Your JAWS Cancellation must state the Reason for the cancellation.*