Judicial Practices and Procedures
(last June 2026)

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A. Communications with the Judicial Office

• Method of Communication: All communications to the judicial office must be submitted by e-mail to khaumann@jud6.org or telephone (727) 464-6470. The email subject line must contain the case number, case name, and relevant matter (e.g., 2024 DR 001234 SC – Doe v. Doe - 2-Hour Hearing Requested.)

• 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. The Court will not discuss any aspect of a case, except scheduling matters, unless counsel for both the State and Defendant are present.

• 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.

• E-Filing Portal Contact Information: 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: Jury trials are scheduled for Tuesday, Wednesday, and Thursday. Jury trials are "pick and go." If a jury trial is set, the final pretrial/calendar call and motion in limine conference will be scheduled the Friday morning before the trial date.
- Motions in Limine / Pretrial Motions: All motions in limine are to be filed no later than two (2) days prior to the Motion in Limine date with a courtesy physical or electronic copy sent to the Court when filed. All motions to suppress or Motions to Dismiss pursuant to Fla. R. Crim. Pro. 3.190 (c)(4)) are to be filed no later than one week prior to the Motion in Limine / Final Pretrial / Calendar Call date, otherwise they will be deemed to be not timely. Absent good cause, motions filed on the day of or after the calendar call will not be considered timely.
- Arraignments: Arraignments are scheduled on Monday mornings.
- Pretrials: Pretrials are scheduled on Monday afternoons and Tuesday, Wednesday, Thursday and Friday mornings.
- In-Custody / Change of Plea: In-custody cases that are not violations of probation are scheduled on Friday mornings. 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 his or her plea
- Violation of Probation: Violation of probation cases, including those who are in custody for a violation of probation arraignment, pretrial, or evidentiary hearing are scheduled on Monday mornings.
- Substantive motions: Substantive motions (e.g. motion to suppress, motion to dismiss, restitution hearing, etc.) are scheduled on Friday afternoons.
- Non-Jury Trials: Non-jury trials are scheduled on Friday afternoons.

Calendar Call: A calendar call will be held on the Friday before the week of trial. If court is closed that day, the calendar call will be held sometime during the week preceding the trial. Unless specifically waived by the Court in advance, the Defendant must appear at the calendar call. A Defendant's failure to appear at the calendar call without good cause shall result in a capias being issued and the case being removed from the trial calendar. At the calendar call, counsel for the State

and Defendant will either announce their readiness for trial or the Defendant will enter a plea. All plea offers will be stated on the record and in the presence of the Defendant. Absent good cause, the calendar call will be the last opportunity for a Defendant to enter a negotiated plea.

If the Defendant wishes to enter a plea on the day of trial, it will be an open plea to the Court. (emphasis provided) Absent unforeseen circumstances that arise after the calendar call, no pretrial motions, including motions to continue, will be considered after the calendar call.

• Scheduling Hearings: Hearings must be requested by e-mail to khaumann@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 two (2) business days before the hearing.

• Order of Proceedings: Parties represented by attorneys will generally be heard first. A sign-up list is available in the courtroom prior to the Judge taking the bench.

• Continuance Procedure: Attorneys may file a written motion and order to continue a pretrial conference no later than noon on the Friday of the week prior to any pretrial conference. Motions must fully set forth grounds necessitating the continuance, contain a waiver of speedy trial, and must be with the consent of opposing counsel. 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). Oral motions are acceptable and will be considered in open during the pretrial conference.

• Cancelling Hearings: You must cancel hearings by notifying the judicial assistant immediately. You must also immediately file and serve as a notice of cancellation on opposing counsel and any self-represented litigant.

C. Remote Appearance

• Remote Appearance Procedure: The court maintains a hybrid virtual courtroom, allowing parties to appear either in person or remotely, as provided by Florida Rule of General Practice and Judicial Administration 2.530. Requests to use communication technology for an appearance must be made by motion, with the following caveat:

Attorneys will be allowed to appear via Zoom for only the first two (2) pretrial conferences. This limitation is in consideration of Fla. R. Jud. Admin. 2.250 (a)(1)(A)(ii) which states, in part, "…most cases should be completed within the following time periods: (ii) Misdemeanor – 90 days (arrest to final disposition)."

• Platform Used: The court uses Zoom 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 as if the person were physically present in the courtroom.

D. Submission of Orders and Judgments

• Format: All proposed orders must be submitted in PDF/a or Word format. All proposed orders must be accompanied by a cover letter or email either (1) certifying that all parties agree to the order or (2) containing a statement identifying any disagreement of the parties as to the proposed order.

• Submission Method: Please email to khaumann@jud6.org.

• Deadline for Submissions: Proposed orders must be submitted within 10 days after any hearing.

• Other Procedures Relating to Submission of Orders and Judgments: None.

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 and opposing counsel for any evidentiary proceeding.

• Format: PDF or Word document.

• Submission Method: Please email to khaumann@jud6.org.

• Deadline for Submissions: Courtesy copies must be delivered to the court no later than two (2) days before any evidentiary 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.

G. Exhibits for Evidentiary Proceedings

• Submission Method: All exhibits should be pre-marked by the clerk prior to the beginning of the hearing.

• 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's Ex. # 1" or "Defense Ex. #1."

• Deadline for Submissions: All exhibits must be available at the time of the hearing or trial.

H. Pretrial Procedures and Conferences

• Pretrial Conference: Pretrial 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.

• Sign-Up List: As a courtesy to attorneys who appear in multiple divisions, attorneys not assigned to the division may sign up in court, prior to the start of the court session. Emailed 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 when they return to the courtroom. Attorneys assigned to the division should be prepared to discuss their cases at the beginning of the court session and will be allowed to call their cases if there are no other attorneys ready.

• Defendant's Presence: The Defendant's presence at a pretrial conference may be waived pursuant to Florida Rule 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 a trial. 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

• Plea Negotiations: Plea negotiations may be made between the Defendant and the State in advance of or at the pretrial conference. A Defendant may make offers to the Court, but the Court will not engage in plea negotiations unless specifically invited to do so by the Defendant. Any plea offers should be placed on the record.

• Filing of Motions / Scheduling of Hearings: Attorneys must provide the Court with a courtesy copy of any motion filed through the E-Portal. Courtesy copies may be provided

by e-mail or in open court. Absent good cause, all pretrial motions (e.g. motions to modify conditions of pretrial release, bond motions, etc.), not including the procedures listed above in "Motions in Limine / Pretrial Motions," must be filed at least two (2) days before the motion date. Hearings for motions to suppress or motions to dismiss will not be scheduled without a written motion being filed and copies provided to the Court and the State.

Pursuant to Fla. R. Jud. Admin. 2.515(d)(2), the signer of a filing must represent:

> (A) the signer has read the document;
> (B) to the best of the signer's knowledge, information, and belief, there are good grounds to support the document;
> (C) the document is not interposed for delay; and
> (D) the legal authorities identified exist and are accurately cited.
>
> The Court may, on its own motion or the motion of a party, impose sanctions for any filing inconsistent with this representation after providing the signer notice and an opportunity to be heard. Such sanctions may include reprimand, contempt, striking of the document, dismissal of proceedings, costs, attorneys' fees, or other sanctions.

• Continuances: Motions to continue a motion hearing or trial must be made as soon as practicable after an attorney becomes aware of the need for a continuance.

Absent good cause, motions to continue a trial must be filed in writing, at least one (1) week prior to the calendar call. A motion to continue trial will be heard as soon as practicable. If a Defendant retains new counsel, this by itself will not be considered a valid basis for a trial continuance.

I. Setting Case for Trial

• Procedure: Trial will be set with all parties, including the Defendant, present in open court.

• Notice Period: Notice is provided on the day the trial is set.

• Other Procedures for Setting Case for Trial: None.

• 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. The Court may place reasonable time constraints on voir dire, depending upon the complexity of the case. Attorneys will not attempt to taint a venire. If the parties consent, challenges for cause may be made at the bench during voir dire. Any member of the venire released for cause will not be excused until the end of voir dire or at an appropriate break in the proceedings. Attorneys shall not ask those members of the venire excused for cause any further questions during voir dire.

• Jury: Attorneys and the Defendant should remain standing when the jury enters/exits courtroom.

• Objections: No speaking objections should be made at trial. An attorney making an objection should stand and state the legal basis of an objection only. The Court will determine if it is necessary for further discussion or argument at the bench, however the attorneys may ask to approach. Attorneys should at all times address arguments and comments to the Court, not to each other.

• 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.

• Sentencing: Defendants will be sentenced at the time of their open plea or after a guilty verdict at the conclusion of the trial. If the sentence includes incarceration, the Defendant will be remanded immediately upon the conclusion of sentencing.

J. Forms

• No division specific forms are currently in use.

K. Other Division Procedures

• ADA Accommodations: If you need an ADA accommodation, please contact the Human Rights Office, 400 S. Ft. Harrison Ave., Suite 300, Clearwater, FL 33756, 727-464-4062 (V/TDD) at least 7 days before your scheduled court appearance.

• Interpreter Requests: If an interpreter is needed for a hearing or trial, please contact Interpreter Services at (727) 453-7177.