

**IN THE CIRCUIT COURT, SIXTH JUDICIAL CIRCUIT
IN AND FOR PASCO AND PINELLAS COUNTIES, FLORIDA**

ADMINISTRATIVE ORDER NO. 2026-031 PA/PI-CIR

RE: MOTIONS DECIDED ON WRITTEN SUBMISSIONS – CIVIL DIVISION

To obtain a ruling on a filed pretrial non-evidentiary motion, whether contested or uncontested, a party must timely bring the motion to the Court's attention. There is no rule or law in Florida state courts or federal courts that requires a trial judge to hear oral argument on a pretrial non-evidentiary motion. *See Gaspar, Inc., v. Naples Fed. Sav. & Loan Ass'n*, 546 So. 2d 764 (Fla. 5th DCA 1989). A party is afforded due process on such matters when given an opportunity to present a legal memorandum and then the Court may enter an order based upon written submissions without a noticed hearing and oral argument of counsel. *See also Nudel v. Flagstar Bank*, 52 So. 3d 692 n.3 (Fla. 4th DCA 2010).

To maximize judicial efficiency by ensuring filed motions are timely brought to the Court's attention for ruling and through standardized procedures for handling pretrial non-evidentiary motions, and in accordance with Article V, section 2, the Florida Constitution, Florida Rule of General Practice and Judicial Administration 2.215, and § 43.26, Florida Statutes, it is

ORDERED:

1. Motions that may be ruled on based on written submissions include, but are not necessarily limited to Motions to Strike, Motions to Compel, Motions to Dismiss, Motions to Take Judicial Notice, Motions to Stay, Motions to Reschedule Mortgage Foreclosure Sale, Motions for Continuance, and Motions for Disqualification. The written submissions procedure does not apply to Motions for Summary Judgment.

2. **Uncontested Motions.** Any party filing an uncontested, pretrial non-evidentiary motion must, as soon as practicable, submit to the Court a proposed order on the motion, which is agreed to by all parties or their counsel.

3. **Contested Motions.** Any party filing a contested motion (except summary judgment motions) must within 60 days of filing: (1) set the motion for a hearing or (2) if a hearing is not required or the parties are unable to timely schedule a hearing, file a request for the Court to consider the motion on written submissions in accordance with this Administrative Order. Any party may seek to set a contested motion for hearing or request the Court to consider any contested motion on written submissions.

4. **Motions to Compel Discovery with No Response.** A motion to compel discovery under Florida Rule of Civil Procedure 1.380(a)(2) may be decided based on the written submission alone if the motion alleges: (1) a complete failure to respond or object to discovery and (2) a request for extension has not been filed. The party seeking an order to compel discovery without a response must also file a cover letter and proposed order on the motion. See Attachment A.

5. **Conferral Required.** All parties must comply with the conferral requirements in Florida Rule of Civil Procedure 1.202.

Motions on Written Submission Procedure

6. If a party in a civil action seeks a ruling on a motion based on only written submissions, the party must file a Notice of Request for Court to Consider Motion Based on Written Submissions without Hearing (the “Notice”), an example of which is attached to this Administrative Order as Attachment B. After a motion is filed, any party seeking a ruling on written submissions must file the Notice and contemporaneously serve the opposing party(ies), if unrepresented, or their counsel with the Notice and any additional legal argument the movant wants the Court to consider.

7. The opposing party(ies) will have 15 days, after being served with the Notice, to file their argument in opposition to the relief requested. The opposing party(ies) may request to have the matter heard before the Court by filing an objection to the Notice within the 15-day period after the Notice is filed. If an opposing party files a timely objection and the Court permits a hearing to be held on the motion, the movant must coordinate a hearing with the Court and the parties to resolve the motion in question. The opposing party must file a response to the motion no later than 5 days prior to the hearing.

8. If no objection to the Notice is filed within the 15-day period, the party requesting the ruling on written submissions must then send the presiding judge a cover letter detailing that the motion is ripe for a decision and confirming compliance with this Administrative Order. The letter must enclose a copy of the motion, any responsive documents filed, a proposed order (see, for example, Attachment C), and copies of the proposed order for concurring, along with stamped, addressed envelopes for all parties.¹ A proposed Order on Motion Based on Written Submissions should track only the relief requested in the subject motion and include only necessary legal conclusions. The Court may, at any time following the date the motion is ripe for a decision, rule without further notice or hearing.

9. All parties are on notice that pretrial non-evidentiary motions may be subject to review and ruling by a judge based only upon the motion along with written argument and any authority timely filed in the action. Nothing in this Administrative Order requires a judge to rule without oral argument. Individual judges may prefer hearings on certain pretrial non-evidentiary motions and counsel may consult the judge’s practice preferences on the Circuit’s website regarding such preferences.

10. The judicial practice preferences, scheduling information, and location of hearings for all judges, including senior judges, who hear civil cases may be found on the Circuit’s website:

¹ If the Division Judge’s practice preferences require electronic submission of proposed orders, then the above material may be submitted through JAWS.

www.jud6.org/LegalCommunity/PracticeRequirementsofJudges.html.

Administrative Orders 2020-011 PA/PI-CIR and 2020-012 PA/PI-CIR are hereby rescinded. The attachments to this Administrative Order may be updated without an amendment to the Administrative Order.

DONE AND ORDERED in Chambers at Clearwater, Pinellas County, Florida this 28th day of August 2026.

Original Signed by Shawn Crane, Chief Judge

Attachment A: Order on Motion to Compel Discovery, Without a Response

Attachment B: Notice of Request for Court to Consider Motion Based on Written Submissions
without Hearing

Attachment C: Order on Written Submissions

cc: Email Distribution List
Available on website at www.jud6.org

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PASCO/PINELLAS COUNTY, FLORIDA
DIVISION**

Plaintiff(s),
v. Case No. _____
UCN: _____

Defendant(s). _____ /

ORDER ON MOTION TO COMPEL DISCOVERY

THIS CAUSE is before the Court on [Plaintiff's/Defendant's] Motion to Compel Discovery. Upon consideration, the Court finds that the Motion was filed in accordance with Florida Rule of Civil Procedure 1.380(a)(2) and alleges that:

- a. the opposing party has completely failed to respond to or object to discovery, and
- b. a request for extension has not been filed, and
- c. counsel has conferred with opposing counsel and has been unable to resolve the dispute.

Accordingly, it is hereby

ORDERED AND ADJUDGED that _____ shall comply with the original discovery demand in the above-styled cause no later than fifteen (15) days from the date of this Order. Failure to comply with this Order may result in Court imposed sanctions in accordance with Florida Rule of Civil Procedure 1.380(b).

DONE AND ORDERED in Chambers, at _____, [Pasco/Pinellas] County, Florida, this ____ day of _____, 20____.

Circuit Judge

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PASCO/PINELLAS COUNTY, FLORIDA
CIVIL DIVISION**

Plaintiff(s),
v. _____
Case No. _____
UCN: _____

Defendant(s).
_____ /

**NOTICE OF REQUEST FOR COURT TO CONSIDER MOTION BASED ON
WRITTEN SUBMISSIONS WITHOUT HEARING**

The undersigned submits this Notice requesting that the Court consider
_____[Plaintiff's/Defendant's]____ non-evidentiary Motion, entitled _____,
and filed on _____[date]____, in the above-styled case, based only on the written submissions and
without hearing pursuant to Administrative Order No. 2026-031 PA/PI-CIR.

The opposing party shall have fifteen (15) days after being served to file their argument
and legal memorandum with citations of authority in opposition to the relief requested. On
_____[date 16 days after serving this notice]____, the Court may rule on the Motion at any time
thereafter without further notice or hearing.

CERTIFICATE OF SERVICE

I certify that a copy hereof has been furnished to _____

[insert name(s) and address(es) used for service] by [e-mail] [delivery] [mail] [fax] on
_____[date]_____.

DATED: _____

(Requestor or Attorney Signature)
Name:
Address:
Direct telephone number:
Fax number:
E-mail address:
Florida Bar No.:

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PASCO/PINELLAS COUNTY, FLORIDA
CIVIL DIVISION**

Plaintiff(s),
v. _____
Defendant(s). _____ /
Case No. _____
UCN: _____

ORDER ON MOTION

THIS CAUSE came before the Court upon [Plaintiff's/Defendant's] non-evidentiary Motion, entitled _____, and filed on ____ [date] ____, in the above-styled case. Having reviewed the record, the applicable law, and being fully advised in the premises, the Court considered the written submissions relating to this document without hearing pursuant to Administrative Order No. 2026-031 PA/PI-CIR, including [check all applicable]:

_____ Moving Party's [Plaintiff's/Defendant's] non-evidentiary Motion
_____ Opposing Party/Counsel's Response
_____ Opposing Party/Counsel Request for Hearing
_____ Other: _____

After review, it is **ORDERED AND ADJUDGED** that the Motion is:

_____ Granted
_____ Denied
_____ To Be Set for Hearing

[Detail relief consistent with that requested in the motion and include any necessary findings]: ____

DONE AND ORDERED in Chambers, at _____, [Pasco/Pinellas] County, Florida, this ____ day of _____, 20 _____. A true and correct copy of the foregoing has been furnished to the parties listed below.

Circuit Judge

cc: (all parties)