

State of Florida  
Ninth Judicial Circuit of Florida

JANET C. THORPE  
CIRCUIT JUDGE

COUNTIES OF ORANGE AND OSCEOLA  
425 N. ORANGE AVENUE, SUITE 1720  
ORLANDO, FLORIDA 32801  
407-836-1486  
WWW.NINTHCIRCUIT.ORG

PATTY NIELSEN  
JUDICIAL ASSISTANT

**PROCEDURES - CIRCUIT CIVIL DIVISION 37**

**CHAMBERS:** 1720

**COURTROOM:** 18-C (For jury trials ONLY unless otherwise noted by the Court)

**HEARING ROOM:** 17A

**EXPARTE/**

**SHORT MATTERS:** Monday - Thursday at 8:30 a.m. in Hearing Room 17A  
The court will hear non-evidentiary hearings that are 5-10 minutes or less at this time. All other hearings must be set with the J.A.

**TELEPHONE HEARINGS:** Motion and Order **required** for all telephone hearings. Counsel is required to provide the court with a toll free number. If more than one attorney needs to appear by phone, a conference call must be arranged by counsel in which Judge Thorpe may call the attorney's office and be conferenced in once ready for the hearing.

**HEARING TIME** For hearings in excess of 1 hour, prior approval (via hearing) by the Court is required before the JA can set the hearing. Counsel may appear at short matters for this request.

**REGULARLY SCHEDULED HEARINGS:** Prior to requesting hearing time, please refer to **Admin Order 2012-03** (Administrative Order Establishing Ninth Judicial Circuit Court Civil Court Guidelines). When requesting hearing time, please refer to the court's web site at [www.ninthcircuit.org](http://www.ninthcircuit.org). Please refer to the JACS section in this manual for instructions. Once hearing time is coordinated, please email JA at [ctjapn2@ocnjcc.org](mailto:ctjapn2@ocnjcc.org). Emails are prefer, but if you need to call 407-836-1486 to secure the hearing time. Do not leave a voice mail to confirm a hearing time. Please **call and email the J.A. immediately with any cancellations** so that the hearing time may be afforded to other parties.

**EMERGENCY HEARINGS:** A copy of the motion along with a Request for Emergency Hearing must be provided to the Court by hand delivery or by facsimile, at which time the motion will be reviewed. The JA. will then contact counsel by telephone to either provide emergency hearing time or, if the Court determines that the matter is not an emergency, to provide the first available time on the regular calendar.

**CONTINUANCES:** Judge Thorpe does not automatically grant motions or stipulations for continuance. Please set the matter for a hearing at ex parte with notice to all parties.

**WITHDRAWAL OF COUNSEL:** Motions to Withdraw as Counsel should be noticed for ex parte with notice to all parties (if client consent cannot be obtained). The Order must include client's last known address, telephone number including area code, and email address. If the client is a corporation or other legal entity, allow no more than thirty (30) days to obtain substitute counsel.

**REHEARINGS:** A copy of a Motion for Rehearing should be sent directly to the Judge in addition to filing the original motion with the Clerk. The Judge will review the motion to determine if a hearing is necessary. If a hearing is necessary, the JA will call to coordinate a hearing time. Otherwise, you will receive an order from the Court.

**RESIDENTIAL FORELCOSURE HEARINGS:** Please see NEW REVISED Orange Residential Foreclosure: <http://www.ninthcircuit.org/programs-services/foreclosures/>.

**PROPOSED ORDERS:** Stamped, pre-addressed envelopes and a sufficient number of copies for conforming must be provided to the Court for mailing to all parties, including pro se litigants. Please include the date the hearing was held in the first paragraph of the order. **Orders submitted after a hearing must be approved by opposing counsel.** If the form of the order cannot be agreed upon, each side should prepare a proposed order and submit same at a scheduled ex parte hearing within seven (7) days of the original hearing. The Court does not hold orders waiting for objections.

**If you want to know if a specific order has been signed by the Judge, you should first call the clerk's office to see if it has been docketed. It is impossible for the JA to know the status of every order with the amount of paperwork that is processed on a daily basis.**

**NOTICES FOR TRIAL:** Upon receipt of a Notice for Trial, the Court will issue A Trial Order. Counsel for the party filing the Notice for Trial shall provide stamped, addressed envelopes for use by the Court in distributing the trial order.

*Please note: These procedures apply to **Judge Janet C. Thorpe** only. It is recommended that you refer to the procedure of each Judge or contact the Judicial Assistant in the division for instructions.*