



STATE OF FLORIDA
NINTH JUDICIAL CIRCUIT COURT
Orange County Courthouse,
425 North Orange Avenue, Orlando, FL 32801
Telephone: (407) 836-1550

Guidelines and Procedures
County Civil Division 74
Judge Carly S. Wish
Danitza Caceres, Judicial Assistant
(407)-836-1550
74orange@ninthcircuit.org

Uncontested Matters/Agreed Orders/Ex-parte (This means UNCONTESTED): Proposed orders can be sent via email to 74orange@ninthcircuit.org

All other Orders, **not** after a hearing, please provide the court a copy of your motion and proposed order along with sufficient copies and Self-Addressed Stamped Envelopes.

Proposed Orders after hearings and Motions to Continue can be sent via email to 74orange@ninthcircuit.org in WORD FORMAT, make sure to add in the subject line "PROPOSED ORDER FOR HEARING DATE AND CASE NO OR MOTION TO CONTINUE & HEARING DATE"

Pro Se Litigants (Unrepresented Litigants): All inquiries/letters/motions must be in writing and filed with the Clerk of Courts in Room 350, located at 425 North Orange Avenue, Orlando FL 32801. The Clerk of the Court hours of operation are Monday through Friday from 7:30 a.m. to 4:00 p.m. Clerk's Office Contact Number: (407) 836-2000. The clerk will deliver the Motion to the Judge to review. Make sure to include name, case number, phone numbers, and emails (if any) in your motion. If a hearing is necessary, the court will mail an order setting the hearing to all parties involved in the case at the addresses on file. The Court has the capability to allow a party that does not have the technological means to appear at the courthouse. You must notify the Judicial Assistant, at least 7 days prior to your hearing, by emailing 74orange@ninthcircuit.org to coordinate in person attendance. All Proposed Final Judgments provided by Pro se litigants (Unrepresented litigants) are to be mail or dropped off in hearing room 370 along with sufficient copies and self-addressed stamped envelopes.

To schedule a hearing: All hearings are via Zoom unless requested to be in person.

A CERTIFICATE OF COMPLIANCE (Meet & Confer) must be INCLUDED IN REQUEST or ATTACHED (See AO 2017-04-01). ALL MOTIONS MUST BE DOCKETED. Information REQUIRED in EMAIL to JA & OC:

CASE NO.
CASE STYLE:
PLAINTIFF ATTY:
DEFENDANT ATTY:
COORDINATED W/OPPOSING COUNSEL Y/N:
TITLE OF MOTIONS TO BE HEARD:
DATE FILED:
DATE/TIME/LENGTH REQ'D:
MEET AND CONFER HELD Y/N OR N/A:

Hearings are not set until a confirmation email from the JA. Once confirmed, PROMPTLY E-file NOH & email copy to JA. All notices must include Zoom link information.

Any evidence, documents, memorandum, notebooks, case law, etc. to be presented must be provided to all parties & Court five (5) business days prior to hearing & must be sent via U.S. Mail. The Court will not accept USB or emailed copies. Any documents not provided in compliance with the above may be excluded.

Notices of Cancellation must be filed with the Clerk & emailed to JA at 74orange@ninthcircuit.org along with a notation if the hearing is going to be rescheduled.