

Honorable Evellen H. Jewett

County Civil-Division 71-Room 370

JA: Deb Humphrey - Phone No: 407-836-2312 – 71orange@ninthcircuit.org

DROP BOX FOR ORDERS – located on the 4th Floor behind last door next to Courtroom 4-F.

PROPOSED ORDERS:

COUNSEL FOR PARTIES: ALL PROPOSED ORDERS – parties represented by counsel for Plaintiff and Defendants – are to be sent by email and include a copy of the efiled Petition or Motion. Any pleading involving pro se litigants may be sent via email as long as the filing party certifies on the Order* that they will provide a copy to the pro se litigants; Otherwise, the Orders (with a copy of the efiled Motion which viewable in the Clerk's system) will need to be sent via US Mail with copies to be conformed and addressed, stamped envelopes – unless otherwise directed by the Court.

***Order needs to state the following:**

“Within 5 days from the date of the Order, the Plaintiff will furnish a copy of this Order to each self-represented party by U.S. Mail, first class, postage paid; and, file a certificate signed by the Plaintiff's counsel that delivery of this Order has been made as set forth herein.”

SELF-REPRESENTED LITIGANTS: All requests/correspondence/inquiries/letters/motions must be in writing and filed with the Clerk of Court in Room 350, located at 425 North Orange Avenue, Orlando, Florida 32801. The Clerk of Court hours of operation are Monday-Friday from 7:30 a.m. to 4:00 p.m. Clerk's Office Contact Number is 407-836-2000. The Clerk will deliver the document(s) to the Judge for review. All Proposed Final Judgments provided by self-represented litigants are to be mailed or dropped off to the Clerk of Court with sufficient copies and addressed, stamped envelopes.

SCHEDULING OF HEARINGS:

All hearings are via TEAMS (SEE BELOW) unless requested to be in person. A CERTIFICATE OF COMPLIANCE (Meet & Confer) must be INCLUDED IN REQUEST or ATTACHED (See Administrative Order 2017-04-01). ALL MOTIONS MUST BE DOCKETED AT THE TIME OF THE HEARING REQUEST.

INFORMATION REQUIRED IN EMAIL TO JUDICIAL ASSISTANT AND OPPOSING COUNSEL:

CASE NO.:

CASE STYLE:

PLAINTIFF AND PLAINTIFF'S ATTY:

DEFENDANT AND DEFENDANT'S ATTY IF ANY:

TITLE/DATE FILED OR ALL MOTIONS (INCLUDE “DEF” OR “PLT” AS FILER):

DATE/TIME/LENTH OF TIME REQUESTED (15 MINS IN THE AM AND 30 MINS OR MORE IN PM.

TIME SLOTS CAN BE ADDED TOGETHER FOR UP TO 1 HOUR. PLEASE CONTACT JA IF ADDITIONAL TIME IS BEING REQUESTED.

MEET AND CONFER HELD YES/NO OR N/A

Hearings are not set until a confirmation email from the JA. Once confirmed, PROMPTLY efile NOH and email copy to JA.

EVIDENCE TO BE PRESENTED AT TRIAL:

Any documents/evidence to be presented at the proceeding will need to be exchanged between the parties no later than five (5) business days prior to the court date. A copy will also need to be provided to the Court, in print, via U. S. Mail or hand-delivery, within the same time frame. The Court will not accept flash drives nor emailed copies. Any documentation not presented at least five days prior to hearing may be excluded.

CANCELLATION OF HEARINGS:

Only the Scheduling Party or the Court can cancel a hearing. Notice of Cancellation filed with the Clerk, opposing party, and emailed to the JA is required to cancel a hearing.

EX PARTE: Judge Jewett has in-person Ex Parte in Room 370 on Wednesday from 9:00 – 9:20 a.m. Please review JACS for dates that may be excluded

SHORT MATTERS: To schedule a Short Matter, please refer to “Scheduling of Hearings” for instructions.

TEAMS LINK for DIVISION 71, JUDGE EVELLEN H. JEWETT

Microsoft Teams meeting

Join on your computer or mobile app

<https://tinyurl.com/ydtvthen>



Or call in (audio only)

[+1 321-430-3303](tel:+13214303303)

Phone Conference ID: 945 319 406#