

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:

EFFECTIVE AUGUST 7, 2023 – JACS FOR DIVISION 71 IS NO LONGER BEING USED.

Available hearing dates and times can be located in JACS/aiCalendar found on the Ninth Judicial web page then select County Civil Division 71.

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/LENGTH 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 seven (7) 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 does not have ex parte hours. Agreed Orders, once the motion or stipulation is docketed and viewable in the Clerk's system, can be submitted via email to 71orange@ninthcircuit.org.

SHORT MATTERS: Judge does not have Short Matter hearing time

ADMIN ORDERS: MEET AND CONFER, UNILATERAL SETTING OF HEARINGS, AND WRITS OF GARNISHMENT



**AMENDED ADMINISTRATIVE ORDER ESTABLISHING NINTH JUDICIAL
CIRCUIT COURT COUNTY CIVIL COURT GUIDELINES, ORANGE COUNTY**



2008-17 - Amended
Order Governing Wi

**AMENDED ADMINISTRATIVE ORDER GOVERNING CONTINUING WRIT OF GARNISHMENT
AGAINST SALARY OR WAGES**

LINK FOR TEAMS:

TEAMS LINK FOR DIVISION 71

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

<https://tinyurl.com/2llhtqh7>

Meeting ID: 272 708 620 616

Passcode: izBVYy

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 321-430-3303](tel:+13214303303), [691057510#](tel:+1691057510) United States, Orlando

Phone Conference ID: 691 057 510#

**IF PARTIES CANNOT LOG INTO HEARING BY EITHER METHOD WITHIN 5 MINUTES
OF THE HEARING TIME – THEY MUST IMMEDIATELY EMAIL THE JUDICIAL
ASSISTANT AT 71ORANGE@NINTHCIRCUIT.ORG**

REVISED 8/8/23