

Orange County Circuit Civil Division 48

Judge Brian S. Sandor

Judicial Assistant: Javier Rodriguez

Email: 48orange@ninthcircuit.org

Address: 425 N. Orange Avenue, Orlando, Florida 32801

Chambers: 17th floor

Hearing Room: 1700.02

Courtroom 10A

This document is a quick summary of the Judge's scheduling procedures, posted for your convenience.
Please read the Judge's full procedures found on his page.

EX PARTE/SHORT MATTERS:

- ✓ Held every week Monday – Thursday beginning at 8:30am via static Zoom link.
- ✓ NOH & Motion **MUST** be sent via email to the Judicial assistant **at least 48 hours** before the hearing.
- ✓ Only for uncontested, contested, non-evidentiary hearings totaling 10 minutes or less.
- ✓ Please check JACS or aiCalendar for the dates the Court is unavailable for Ex Parte/Short Matters

REGULAR HEARINGS:

Please note: Most issues can be addressed without a hearing. If you have a motion that can be addressed on the pleadings, please provide a courtesy copy of the motion to chambers, and the court will rule on the motion, order the opposing side to respond, or direct the parties to set a hearing.

All non-evidentiary hearings lasting 30 minutes or less are held virtually. Evidentiary hearings lasting 30 minutes or more default to in person. All motions must be docketed with the Clerk of Court. Parties must comply with the "Meet and Confer" Administrative Order 2021-03 before securing a hearing time. To secure a hearing time please EMAIL the Judicial Assistant at 48Orange@ninthcircuit.org with the date and time you have coordinate. All counsel and unrepresented parties **MUST** be copied in the email.

Please include ALL the following information:

- ✓ Case Number:
- ✓ Case Style:
- ✓ Coordinated date and time:
- ✓ Motion to be heard and the date the motion was filed:
- ✓ Amount of time being requested:
- ✓ Date "Meet & Confer" completed:
- ✓ Coordinated with Opposing Counsel:

Once you receive your confirmation email you must send out your NOH. The NOH must contain a Certificate of Compliance with either the "Meet and Confer" or Administrative Order 2012-03 concerning unilaterally set hearings.

Requests for hearing times for one hour or more require approval by the Judge. This approval can be obtained either by attending short matters or by sending a letter to the court explaining the need for additional time.