

Judicial Practices and Procedures

(Last modified 11/10/25)

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Contact Information

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A. Communications with the Judicial Office

- **Method of Communication:** All communications to the judicial office must be submitted by e-mail to RMiller@ninthcircuit.org. The subject line must contain the case number, case name, and relevant matter.
- **Ex parte Communications:** All communications with the judicial office must comply with Canon 3 of the Code of Judicial Conduct, which prohibits a judge from initiating, permitting, or considering ex parte communications and from considering other communications outside the presence of the parties concerning a pending or impending proceeding, unless authorized by law. All parties must be copied on any e-mail directed to the judicial office, unless an ex parte communication is authorized by law.

- **Unsolicited Communications:** Unsolicited communications from non-parties will not be considered by the court. Parties may only contact the judicial office in accordance with these practices and procedures.
- **E-Filing Portal Contact Information:** All attorneys and self-represented litigants must provide an e-mail address to receive signed orders electronically, unless excused. Fla. R. Gen. Prac. & Jud. Admin. 2.516. It is the responsibility of attorneys and self-represented litigants to update their contact information using Form 2.603 any time there is a change in the e-mail account registered for electronic service.
- **Response to Inquiries:** The judicial assistant is not authorized to provide legal advice.

B. Scheduling Procedures

- **Scheduling Hearings:** Hearings must be scheduled using the court's online scheduling platform. Once a date and time has been coordinated between the parties, the party scheduling the hearing must email the judicial assistant for confirmation. If parties are unable to identify a hearing date and time on the AI Calendar shown in the Ninth Judicial Circuit website, the scheduling party should e-mail the judicial assistant, copying opposing counsel and any self-represented litigant, to coordinate the scheduling of the hearing.
- **Notice of Hearing:** A notice of hearing must be filed and served immediately after reserving hearing time. A notice of hearing involving any remote appearance must list the judicial Zoom credentials. All notices of hearing must contain the ADA notification required by Florida Rule of General Practice and Judicial Administration 2.540.
- **Submission Deadlines:** The court must receive all materials for the hearing no later than three business days before the hearing.
- **Order of Proceedings:** Matters will be heard in the order they appear on the docket.
- **Continuance Procedure:** Any request for continuance must be submitted at least five days prior to the scheduled court date.
- **Cancelling Hearings:** You must cancel hearings by notifying the judicial assistant immediately. You must also immediately file and

serve a notice of cancellation on opposing counsel and any self-represented litigant.

C. Remote Appearance

- **Remote Appearance Procedure:** The Court allows virtual appearances for Pre-Trial Conference by using Webex:

<https://ninthcircuit.webex.com/join/17Orange>

Meeting Number is: 2333 232 1568

CALL IN NUMBERS: (904)900-2303
Access Code: 2333 232 1568

- **Virtual appearances for any other court appearance must be approved by the court.**

D. Submission of Orders and Judgments

- **Format:** All proposed orders must be submitted by email in **Word** format. All proposed orders must be accompanied by a copy of the filed motion which must include the opposing party's position.

E. Courtesy Copies of Case Law and Other Documents

- **When Required:** Courtesy copies of case law or other specified document must be submitted to the court for any evidentiary proceeding.
- **Deadline for Submissions:** Courtesy copies must be delivered to the court no later than two days before any evidentiary proceeding.

F. Emergency and Other Urgent Matters

- **Requirements:** If a party believes there is a factual basis for setting an emergency hearing, a detailed motion setting forth the following must be filed: (1) the issues to be resolved, (2) reasons why an emergency hearing is necessary, and (3) the amount of time needed for each party's presentation.

- **Scheduling:** If the court determines that an emergency exists, a hearing will be scheduled unilaterally by the court. All parties shall make themselves available for the emergency hearing, barring exigent circumstances.

G. Exhibits for Evidentiary Proceedings

- **Format:** Exhibits must be submitted to the clerk of court in paper format. All attorneys and self-represented litigants must bring sufficient copies of each exhibit for the clerk, the court, and each party to review during the hearing or trial. Exhibits must be labeled in the following format: ‘Plaintiff 1’ or ‘Defendant A.’”]

H. Pretrial Procedures and Conferences

- **Trial Management Conference:** Unless excused by the court in advance, appearances at Trial Management Conferences are mandatory for attorneys and defendants.
- **Status Conference:** Any party may request a status conference when a case requires.
- **Requirements:** Any request for a Trial Management Conference or status conference must articulate the reasons for the necessity of the conference.

I. Setting Case for Trial

- **Notice Period:** After pre-trial conference, the court will hold Trial Management Conferences at which time a trial date will be given for the upcoming trial period and may also assign back-up cases. Attorneys, self-represented litigants, parties, and witnesses are expected to be available during the entire trial period.

J. Interpreters

- **Interpreter Requests:** If an interpreter is needed for a hearing or trial, please contact the judicial assistant as far in advance as possible.