

IN THE CIRCUIT COURT OF THE  
NINTH JUDICIAL CIRCUIT, IN AND  
FOR ORANGE COUNTY, FLORIDA

CASE NO:

Petitioner,

-VS-

Respondent.

**NOTICE CASE MANAGEMENT CONFERENCE PURSUANT TO FLORIDA FAMILY  
LAW RULE OF PROCEDURE 12.200**

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**ATTORNEYS WHO WILL BE HANDLING TRIAL AND ALL PARTIES  
MUST APPEAR  
THIS IS A SUBSTANTIVE HEARING**

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**\*\*\*If you are in need of an interpreter, you must bring a certified  
interpreter with you to ALL HEARINGS. An Interpreter will not be  
provided to you by the Court.  
(Si no entiendes el idioma de ingles, por favor traiga un interprete).**

1. The pleadings are closed and a Notice for Trial has been filed by the  
\_\_\_\_\_ on \_\_\_\_\_.
2. There is/is not an injunction between the parties.
3. The Petitioner has pled for: \_\_\_\_\_
4. The Respondent has/has not filed a counter petition or answer seeking the  
following affirmative relief: n/a or \_\_\_\_\_
5. The Case Management Conference, pursuant to Rule 12.200 of the Family  
Rules of Procedure in this matter will occur on:  
a. \_\_\_\_\_ at \_\_\_\_\_ am/pm before the Honorable Mike Murphy in  
Courtroom 16-D of the Orange County Courthouse at 425 N Orange Ave  
Orlando FL 32801. All Parties MUST appear. The time allotted for case  
management conference is 30 minutes. Parties may also appear using the

divisions Webex link at: <https://ninthcircuit.webex.com/meet/41orange> In the event you are unable to access Webex the call in number is United States Toll (Jacksonville) +1-904-900-2303 and the Access code is 2349 384 3156#

- b. **All parties must be familiar with Division 41 Procedures prior to the Case Management Conference.**
6. At the Case Management Conference, the parties shall be prepared to discuss all matters related to the trial and preparation therefor, including but not limited to, the following:
- a. The Court will Set a Pre-trial conference date and a tentative trial period and remind the parties of the requirements of the pre-trial conference
    - i. All discovery must be completed ten calendar days before pre-trial
    - ii. There will be a requirement for an evidence exchange (exhibit schedule) on an evidence control sheet that identifies the exhibit by how the exhibit will be marked for identification and the bates stamped numbers for the exhibit. At pretrial all items on the list are to be presented to the clerk and Items that are not included in this list will not be admissible at trial absent stipulation for admission or by specific statute (rebuttal is not an exception). Finally, items listed on the exhibit sheet that are not objected to will be entered into evidence at the pre-trial conference.
    - iii. There will be a requirement that the parties complete a joint-pretrial statement before pre-trial.
    - iv. There will be a requirement at pre-trial that the parties present to the Court at pretrial conference their proposed final judgment in a form that would withstand appellate scrutiny in the event the evidence supported the judgment.
  - b. The Court will set discovery deadlines and other deadlines based upon the above.
7. Outstanding motions: THE PARTIES ARE ON NOTICE THAT ANY OUTSTANDING MOTIONS MAY BE TAKEN UP AT THIS HEARING. All

outstanding motions not ruled upon shall be scheduled for hearing or reserved for trial, or deemed waived. Either side that wants to hear any particular motions at this hearing shall file a cross notice and send a copy to the Court. Motions shall not be heard once a Trial Date is set at pre-trial. Parties must apprise the Court at this conference of any motions requiring ruling or any additional motions are expected to be filed.

8. Dates of Trial: A specific trial date will be set at the pretrial conference. Motions to withdraw filed after the trial is scheduled will not be granted without extraordinary circumstances AND written permission of the client acknowledging the trial will proceed as scheduled.
9. Prior to the Case Management Conference, counsel (or pro se litigants) should confer and attempt to determine deadlines for discovery and to exchange evidence exhibits and witness/expert lists not previously exchanged. The Court will accept agreements for deadlines so long as the parameters do not impact the Court's requirements for the Pre-trial conference contained in the division's guidelines.
10. Settlement: Counsel should be ready to discuss the potential of settlement and consideration of additional mediation to occur before or after pre-trial.
11. Waiver of Pretrial will only happen if discovery has been completed, the clerk has received the evidence marked as indicated on the evidence control sheets and both parties have submitted their proposed final judgments.

[SIGNATURE BLOCK AND CERTIFICATE OF SERVICE]

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**If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator, Human**

**Resources, Orange County Courthouse, 425 N. Orange Avenue, Suite 510, Orlando, Florida, (407) 836-2303, at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.**