



**STATE OF FLORIDA
NINTH JUDICIAL CIRCUIT OF FLORIDA**

COUNTIES OF ORANGE AND OSCEOLA
ORANGE COUNTY COURTHOUSE
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ORLANDO, FL 32801
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PATRICIA STROWBRIDGE
Circuit Judge

JESSICA BLOW
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Policies and Procedures for Circuit Civil Division 35

In Order to assist Counsel, the Litigants and the Court, the following Guidelines and Procedures are hereby adopted, effective September 10, 2020, for Circuit Civil Division 35 in Orange County, Florida when practicing before Judge Patricia L. Strowbridge.

As of July 1, 2015, foreclosures are heard by the assigned division judges. In Division 35, assigned Residential Foreclosure, Timeshare Foreclosure and HOA Lien Foreclosure Cases are scheduled and heard by Judge Patricia L. Strowbridge. **All Hearings and Non-Jury Trials are heard by telephone or videoconference in Hearing Room 20B (unless otherwise noted). All Jury Trials are held in Courtroom 19B.**

1. How to Schedule a Hearing

Use JACS to coordinate your hearing date/time with opposing side before emailing the Judicial Assistant (ctjajb4@ocnjcc.org) (see below for further instruction on setting a hearing). Your hearing time is **not** confirmed until you receive a reply from the Judicial Assistant who will also give you a **confirmation number** to place on your notice. The Court expects that you will file the Motion before setting a hearing. The original notice of hearing must be promptly filed with the Orange County Clerk of Court. Failure to timely file the notice of hearing may cause your case not to be heard. Parties **must** comply with Mandatory Meet and Confer Process (see paragraph 5).

Contested Hearings - Email the Judicial Assistant after you complete the following:

- (A) Comply with Mandatory Meet and Confer Process (see paragraph 5) **before** setting any hearing.

(B) **Using the Judicial Automated Calendaring System (JACS), select an available hearing date and time.** Go to the court website, www.ninthcircuit.org. Click the "Circuit Judges" link. Find Judge Strowbridge's web page and click on "Hearing Times - Civil Division 35" link. This takes you to the calendaring system and there you will be able to locate the available hearing times. Select the calendar for **Civil Division 35**. Click the retrieve button and available hearing times will be displayed in fifteen minute increments. You can set hearings for more or less than 15 minutes. If more than 15 minutes are needed, please group together consecutive timeslots. Be mindful of the hearing time you set, the Court will anticipate that each party will take one half of the hearing time scheduled and will assume that both attorneys have thought through the length of their presentations prior to requesting the scheduled time. Hearings will terminate promptly upon the expiration of the scheduled time.

a. Hearing Length Limitations

i. Motions to Dismiss/ Motions for Summary Judgment/ Case Management Conferences

- 1. If Counsel is seeking more than 30 minutes of hearing time for a Motion to Dismiss or a Motion for Summary Judgment, a separate Motion for Extended Hearing Time must be filed and submitted to chambers, along with a cover letter explaining the reason(s) for the extra time. The judge will then either approve or limit the hearing time.**

ii. All Other Hearings

- 1. Hearing time in excess of 1 hour must be approved by Judge Strowbridge either by appearing during *ex parte*/Short Matters or by the filing of a Motion for Extended Hearing Time explaining the reason(s) for the extra time.**

(C) **Coordinate the date and time with opposing counsel/pro se party, and**

(D) **Then, and only then, email the Judicial Assistant at ctjajb4@ocnjcc.org with a copy to opposing counsel/pro se litigants, for the hearing to be added to the docket.** When you send your email, please include all the necessary information (i.e. case number, style of the case, attorney names and phone number, etc.). Email must include a Certificate that the Meet and Confer requirement was completed. Your hearing time is not confirmed until you receive a reply from the Judicial Assistant, which will again include your confirmation number.

Effective July 6, 2020, all docketed hearings will be conducted via Zoom videoconference. The JA will provide a link to the Zoom videoconference in the hearing confirmation email. The link should be included in the Notice of Hearing. Five minutes before the hearing, all participants should connect to the videoconference. At the time of the hearing, or as soon thereafter as is possible, the judge will connect to the videoconference. Please note that there may be delays in the starting of video hearings due to technological challenges that may arise, or due to the hearing before your scheduled hearing running over. Please schedule accordingly and be patient.

The attorney(s) must provide, at least 72 hours in advance of the hearing, courtesy electronic copies of documents and/or case law to all parties, as well as the Court. These documents must be in a single file and bates stamped for easy reference. Any proposed orders must be provided in Microsoft Word Format for the Court to consider at the time of the hearing. Documents may be provided via email to ctjajb4@ocnjcc.org or by delivering a USB memory drive to the Court. (NO PAPER COPIES WILL BE REVIEWED OR ACCEPTED AT THIS TIME).

CANCELLATION OF VIDEO HEARINGS MUST BE CONVEYED TO THE JUDICIAL ASSISTANT AT LEAST 24 HOURS PRIOR TO THE HEARING

Requirements for Evidentiary Hearings and Non-Jury Trials

Preparing Evidence for the Videoconference

1. **No later than 5 business days before the hearing**, counsel and/or pro se parties shall exchange any and all exhibits, which must be bates-stamped. The parties must have a substantive, good faith telephone conference to address stipulations and objections to the admissibility of any exhibits. If there are objections to the admissibility of any exhibits, the party raising the objection shall identify the exhibit by bates-stamped numbers and identify the ground(s) of any objection. Such objections shall be filed with the Clerk.
2. After the substantive, good faith telephone conference and **no later than 5 business days before the hearing**, the parties are to pre-mark the bates-stamped exhibits that they intend to use during the hearing, provide a set of the exhibits to the other party and the witness(es) and mail 2 hard copies (one for the Judge and one for the Clerk) of the exhibits and the filed objections to the Court for use at the hearing.

Preparing Witnesses for the Videoconference

1. Pursuant to current COVID-19 CDC guidelines and orders from all levels of government, all participants must abide by social distancing requirements and limit in-

person contact. As such, witnesses do not need to be present with the attorneys or self-represented parties during the videoconference hearing and it is preferred that such witnesses participate in the videoconference hearing remotely from their own home or office.

2. Each party must arrange for a notary or other person qualified to administer an oath to swear in their witness(es) in accordance with Administrative Order of the Supreme Court 20-23.

3. In the event the rule of sequestration is invoked, the witnesses will be instructed to hang up from the videoconference and counsel or self-represented party will be responsible for contacting the witness when it is time for their testimony.

4. The witness must be provided copies of all pre-marked, bates-stamped exhibits prior to the hearing.

5. The witness shall be instructed not to look or refer to any other document or device during his or her testimony.

6. Counsel and/or self-represented party is responsible for providing these instructions to any witnesses and ensuring their compliance.

7. Witness(es) are discouraged from being in the same physical space as the attorney or self-represented party unless safe to do so. However, in the event a witness or party testifying is in the same physical space as the attorney or pro se party questioning the witness, the participants should be socially distant and the camera shall be directed at the witness. The attorney or self-represented party may not assist the witness with answers in any way, including but not limited to, gestures, notes, or facial expressions, or otherwise impact or influence the witness' testimony "off camera." Please note, using multiple devices in close proximity will cause "feedback" and may disrupt your videoconference hearing.

8. All Counsel, parties, witnesses, court reporters, etc should have their full first and last name listed as the Display Name when participating in a Zoom videoconference.

2. **Ex Parte/Short Matters**

Ex Parte/Short Matters are conducted telephonically from Monday-Thursday from 8:45am - 9:30am., unless otherwise noted on JACS. These hearings are set by agreement of the parties or subject to the procedure for setting unilateral hearings.

Conference call number: (407)836-5646 or (800)346-8020; Participant code: 701246. At the time of the hearing, the parties/attorneys/court reporter should call the above number to join the conference.

Conference Call Notes:

- *You will be entering a virtual “room” with other participants. There will be others on this conference call.*
- *Please mute your telephone until your case is called.*

A courtesy copy of the Notice of Hearing, including the above conference phone number and participant code, must be provided to the Court at least 72 hours in advance of the hearing by email to ctjajb4@ocnjcc.org. If a copy of the Notice is not emailed to the Judicial Assistant, and if the Judicial Assistant does not reply “Received”, the hearing may not take place. The Court will call into the conference when ready to hear the matter, subject to time limitations. **If an attorney(s) would like for the Court to review any documentation, the attorney(s) must provide, 72 hours in advance of the hearing, courtesy electronic copies (NO PAPER COPIES WILL BE REVIEWED OR ACCEPTED AT THIS TIME) of documents and/or case law, as well as any proposed orders must be provided in Microsoft Word Format for the Court to consider at the time of the hearing. Documents and Notices of Hearing should be emailed to ctjajb4@ocnjcc.org. This is required by the Court’s procedures in advance of the hearing in order for the court to properly prepare**

3. **Emergency Hearings**

For emergency situations, counsel may request that a hearing be set on short notice. The Motion must be designated as “EMERGENCY” in the heading and the body of the motion must contain a detailed explanation of the circumstances constituting the emergency, as well as the substance of the motion. A copy of the motion must be received by the Court via email **before** a hearing will be set. The Court will review the motion and, if it is determined an emergency exists, the Judicial Assistant will contact counsel to set the hearing. Most hearings are not emergencies, and counsel should avoid filing emergency motions for matters that are simply time-sensitive.

4. **Cooperation of Counsel**

Hearings times must be cleared with opposing counsel or pro se parties. Good faith cooperation is expected both from counsel, their support staff and pro se litigants. Should counsel, their staff, or pro se litigants fail to respond to a written request within 3 business days, or refuse to cooperate in obtaining or in setting a hearing, the difficulty should be specifically set forth either in the motion or in the notice of hearing. See mandatory meet and confer process below. If counsel/pro se litigant does not cooperate in scheduling a hearing, the requesting party may unilaterally set a hearing giving at least 14 days written notice (plus 5

days if mailed) to the opposing counsel/litigant who failed to cooperate. Notice of Hearing must state that opposing counsel/litigant refused to coordinate a hearing time and include Certificate of Compliance, second option (see attached "Exhibit A").

After filing any motions or notices with the Clerk, a courtesy copy of any and all motions, attachments, and Notices of Hearing may be forwarded to the Judicial Assistant via U.S. Mail or hand delivery (**no emails or faxes**).

5. Mandatory Meet and Confer Process

Pursuant to Administrative Order 2012-03, a mandatory meet and confer process is established **for all motions** (including motions on foreclosure actions) to be *set for hearing* in the circuit civil division and to occur *before* scheduling the hearing **except** for the following motions: injunctive relief without notice; judgment on the pleadings; summary judgment; or to permit maintenance of a class action.

Counsel, with full authority to resolve the matter, shall confer *before* scheduling the hearing on the motion to attempt to resolve or otherwise narrow the issues raised in the motion, and **include a Certificate of Compliance** (attached hereto as "Exhibit A") that the conference has occurred **in the Notice of Hearing** filed with the court. It shall be the responsibility of counsel who schedules the hearing, to arrange the conference.

The term "**confer**" requires a substantive conversation in person or by telephone in a good faith effort to resolve the motion without the need to schedule a hearing, and does not envision an exchange of ultimatums by fax, e-mail or letter. Counsel who merely **attempt** to confer, have not "conferred", for purposes of this Order.

Counsel must respond promptly to inquiries and communications from opposing counsel who notices the hearing, and is attempting to schedule the Meet and Confer. If counsel who notices the hearing is unable to reach opposing counsel to conduct the conference after three (3) good faith attempts, counsel who notices the hearing must identify in the Certificate of Compliance the dates and times of the efforts made to contact opposing counsel. Counsel who refuse to participate in the Meet and Confer and/or refuse to cooperate in the scheduling of hearings may be subject to sanctions.

Counsel shall include in the Notice of Hearing the Certificate of Compliance certifying that the meet and confer occurred (or did not occur and setting out the good faith attempts to schedule the conference) and identifying the date of the conference, the names of the participating attorneys, and the specific results obtained. If there is no Certificate of Compliance the hearing will not be set.

Counsel who notices the hearing shall ensure that the court and the court's Judicial Assistant are aware of any narrowing of the issues or other resolution as a result of the Meet and Confer.

6. Cross Noticing

Additional motions shall **not** be "piggy-backed", by cross notice, unless counsel first confirms with opposing counsel that there is no objection to the cross-notice. Then Counsel must also email the Judicial Assistant to confirm that the additional matter can be heard in the same time frame, or that sufficient additional time is available for all matters to be heard. **It is the responsibility of the counsel filing a cross-notice to make sure the matter is placed on the Judge's court calendar, or the additional matter may not be heard even if a cross-notice was filed.**

7. Cancellation of Hearings

When cancelling a previously scheduled hearing with the Court, the scheduling party **must email the Judicial Assistant (ctjajb4@ocnjcc.org)** with the necessary information (i.e. date and time hearing was scheduled, reason for cancellation, et al). The Court expects the email regarding the cancellation, to be timely sent, as this will allow the hearing time to be utilized by others.

If you settle a case, you must file a dismissal/stipulation for settlement with the Clerk's Office, and **email a copy** to the Judicial Assistant (ctjajb4@ocnjcc.org).

8. Court Reporter

If you want a record of hearing/trial, you must make arrangements for a Court Reporter. Parties, Witnesses and/or Attorneys shall not record the proceedings, except through a court reporting service, who is present in the hearing room/courtroom. Recording equipment is not permitted in the hearing or courtroom unless through an official court reporter. Any recording devices utilized without permission from the court are subject to being confiscated.

9. Interpreters

Unlike criminal court, circuit civil court does not provide language interpreters for litigants. You must make your own arrangements. Caveat - In accordance with Federal law (Americans with Disabilities Act), Court Administration will provide a sign language interpreter in civil matters. Contact Court Administration no later than 2 working days in advance to arrange accommodation for hearing or voice impairment. See Administrative Order 07-97-32-04.

10. **Discovery Disputes**

You must attempt to resolve discovery disputes in good faith prior to scheduling a hearing. All Circuit Civil Judges follow the guidelines set out in the Florida Handbook on Civil Discovery Practice.

11. **Discovery Motions and Motions to Compel**

The mere filing of a Motion to Compel or Motion for Protective Order, without properly noticing the motion for hearing, is **insufficient**. Any motions filed, but not set for hearing, within a reasonable time period, will be considered abandoned. Motions must be set for hearing in order to bring the matter to the Court's attention. Motions to Compel, as well as all other discovery motions must comply with the Florida Rules of Civil Procedure including, but not limited to, a certification of a good faith attempt to resolve that matter without court action. *See* Fla.R.Civ.P 1.380(a)(2). If no timely response or objection has been filed to initial Supreme Court approved discovery requests (e.g. Fact Information Sheet, Initial Interrogatories, etc.), the moving party may submit a proposed order (including stamped addressed envelopes) with the Motion, ordering compliance within ten (10) days. No hearing will be necessary.

12. **Motions for Protective Orders**

The filing of a Motion for Protective Order, without presenting it before the Court, is insufficient. The Court will make itself available for hearings on said motions, where the motion could not reasonably have been filed and heard prior to the requested discovery. Where necessary, and when possible, the Court will hear and, if possible, rule by telephone on substantive legal motions that occur during depositions where a failure to do so would require the conclusion of a deposition and the resetting of same, depending on the Court's ruling. This option should not be used to address allegedly sanctionable conduct of opposing counsel.

13. **Hearing Notebooks, Legal Memorandum and Citations, Flash Drive**

The attorney(s) must provide, at least 72 hours in advance of the hearing, courtesy electronic copies of documents and/or case law to all parties, as well as the Court. These documents must be in a single file and bates stamped for easy reference. Any proposed orders must be provided in Microsoft Word Format for the Court to consider at the time of the hearing. Documents may be provided via email to ctjajb4@ocnjcc.org or by delivering a USB memory drive to the Court. (NO PAPER COPIES WILL BE REVIEWED OR ACCEPTED AT THIS TIME).

The Court will attempt to review motions/memoranda that are timely provided, and read the cases cited therein, prior to the hearing so that an immediate ruling may be rendered. Brevity is appreciated and Memoranda should be kept to no more than five pages in length.

Case law and Memorandums provided to the Court less than 72 hours in advance of the hearing or during the hearing may not be considered.

The Court, on occasion, may rule on motions without a hearing. Therefore, both counsel filing the motion and opposing parties are encouraged to timely file written argument with the Court.

14. **Procedures for Orders Submitted to Chambers - Division 35**

All proposed agreed Orders should be submitted to the Court via email to ctjajb4@ocnjcc.org. The email submission should include an e-filed cover letter, copy of the motion and proposed order in Word format. All Orders must describe, in the caption, the subject and ruling of the court, *e.g.* "Order Granting Plaintiff Motion for Partial Summary Judgment on Liability." *See* Fla.R.Civ.P. 1.100(c)(1).

E-filed cover letter: All proposed orders must be accompanied by an **e-filed** cover letter (the cover letter must have the filing stamp across the top) and must indicate that opposing counsel has reviewed and approved the form of the order when submitting to the Court for review. The cover letter (but not the proposed order) must be e-filed by the attorney with the Clerk. **If submitting a proposed Order following a hearing, the cover letter must contain the date and time that the hearing was held and confirmation that the form of the order has been approved by all parties.** . If the parties disagree as to the form of the Order, they are to coordinate and set a Short Matters hearing to obtain entry of the order within a reasonable period of time.

Agreed/Unopposed Orders: If "agreed or unopposed orders" are provided, the title must indicate the substance of the proposed order in addition to the indication that it is an "agreed or unopposed order." Please do not include the word "proposed" in the title.

Service: Please be sure that the certificate of service on the proposed Order complies with the Rules of Civil Procedure. **If ANY party receives service by regular mail, the following language must be included in the body of the order:**

"(*Plaintiff/Defendant/Movant/Intervenor) shall serve a copy of this (*Order/Judgment/Notice), by regular mail, to all parties not receiving service of court filings through the Florida Courts E-Filing Portal, and shall file a certificate of service in the court file within three (3) business days."

Other useful information: The Court does not hold orders waiting for approval or objection. Please do not send proposed Orders to the Court until you have approval as to the form by opposing counsel. If opposing counsel objects to the form of the order, the matter should be set for a short matters hearing.

Orders are processed as the Judge has time out of Court. If the Judge is out of the office, the Order(s) will be processed upon return in the order they were received. Additionally, there may be a delay if the JA is out of the office. Due to the volume of Orders received by the Court, to know if a specific Order has been signed by the Judge you should first check your e-service email, then check the Clerk's system to see if it has been docketed before contacting the Judicial Assistant, as she may not be able to track the signing of a specific Order.

The Court will strive to issue Orders and rulings in a timely manner. If it is necessary to take an issue under advisement, the Court will attempt to set a date by which the Court will issue its ruling. If counsel is asked to prepare an Order, the Order must be submitted within 5 business days of the hearing, after first submitting a copy to opposing counsel.

15. **Hearings on Motions for Re-hearing, Reconsideration or New Trial**

Upon filing Motions for Re-hearing, Reconsideration or New Trial, the moving party shall send a copy to the Court for review. The Court will either rule without a hearing, or the Judicial Assistant will contact the moving attorney to schedule a hearing.

16. **Attorney Fees - Discovery Disputes**

If you are seeking attorney fees for a discovery dispute, before filing a Motion to Compel, you must confer with counsel for the opposing party in a **good-faith effort** to resolve the issues, and **you must file** with the Court, at the time of filing of the Motion to Compel, a statement certifying that the conference occurred, and that counsel have been unable to resolve the dispute.

As provided in Section (a)(4) of Rule 1.380, if the motion is granted, the court shall award expenses which may include attorney's fees. Review the [Florida Handbook on Civil Discovery Practice](#), which is available on the Ninth Judicial Circuit website, www.ninthcircuit.org.

17. **Compulsory Medical Examinations**

See **Division 35** Guidelines for Counsel Regarding Compulsory Medical Examinations at Court's web page or email the Judicial Assistant at ctjajb4@ocnjcc.org for a copy.

18. **Setting of Trials**

When a Foreclosure case is at issue, either party may file a Notice for Trial. A courtesy hard copy of the Notice for Trial shall be provided to the Court and shall include the length of time anticipated to try the case and a **current service list (including all parties)**. Sufficient self-

addressed, stamped envelopes for all parties shall be provided to the Judicial Assistant. If more than 15 minutes are requested for a trial, counsel making the request must clearly state in detail the reasons for the request of additional time.

When filing the Notice for Trial, include the length of time anticipated to try the case. **Please provide a courtesy hard copy of the Notice for Trial, as well as sufficient self-addressed, stamped envelopes for all parties who cannot be served via the E-Portal.**

The Court issues a Uniform Order Setting Case for Trial; Pre-Trial Conference and Requiring Pre-trial Matters to be completed in every case when setting the Trial and Pre-Trial Conference pursuant to Fla.R.Civ.P 1.440. Please remember that the fact that a case is still in the discovery stage does not prevent the filing of a Notice for Trial or prevent the Court from setting the pre-trial and trial.

19. **Prior to Pre-Trial**

As noted above, a *Uniform Order Setting Case for Trial; Pre-Trial Conference and Requiring Pre-trial Matters to be Completed* will be issued when the dates are set for pre-trial and trial. The Uniform Order should be reviewed **in detail** and the dates for completion of various items calendared. The Court will presume that each attorney, and each party, is familiar with the requirements of that Order. Compliance of time limits is not optional nor extendable by stipulation. **The Court expects strict compliance with the order absent a timely motion and order of Court modifying the conditions therein. Modification of the Uniform Order by stipulation of the parties, without an order of the Court modifying the Uniform Order, is not permitted.**

Motions to Continue: If counsel believes the trial date is not workable, an immediate request for continuance should be made. All motions to continue must be (1) in writing; (2) signed by the attorney and the parties requesting same; (3) identify the position of opposing counsel on the motion; (4) set forth when the parties will be ready for trial, if granted; and (5) comply with Fla. R. Civ. P. 1.460. **Stipulated motions to continue will not result in the trial being continued unless and until the motion is set for hearing and heard by the Court.**

Mediation must be **completed** prior to pretrial. The Plaintiff is charged with timely submitting the mediation order. Please review the Pre-Trial Order if you have any questions. The parties also must make certain that the mediator files a final report with the Court.

20. **Pre-Trials**

All cases are **required** to have a completed Joint Pretrial Statement signed and filed **prior to** the Pretrial Conference. The Court expects strict compliance with the Uniform Order Setting Case for Trial unless a separate Case Management Order has been entered. Prior to the Pretrial Conference, witness and exhibit lists should have been exchanged. Please note that a

failure to identify objections to exhibits in the Joint Pretrial Statement will conclusively establish that all such objections are **waived**.

Pre-trials will be utilized to set the order of the trial docket, discuss witness problems, jury instructions issues, audio/visual equipment needs, need for interpreters, responsibility for obtaining the court reporter and other trial related issues. Pre-trial is NOT the time to handle Motions to Continue or discovery issues as these matters must have been raised and heard well before the pre-trial conference. PARTIES SHOULD ESSENTIALLY BE READY TO TRY THEIR CASES AS OF THE PRE-TRIAL CONFERENCE. **Parties shall bring to the Pre-Trial Conference a completed copy of the Pre-Trial Check List and Order Controlling Trial.**

21. **Settlement or Resolution**

The Court must be notified immediately by email to the Judicial Assistant of any settlement or resolution of any matter on the trial docket. However, the trial will not be removed from the actual docket, is subject to trial call, and the attorneys must appear, until such time as the Court receives written Notice of Settlement or has signed an Order of Dismissal that fully resolves the matter.

22. **Jury Trials**

Jury trials will take place in Courtroom 19B unless otherwise indicated.

Courtroom Etiquette and Decorum: Counsel shall stand when addressing the Court or the jury. Counsel should seek permission of the Court to approach the bench, the clerk, the witness or the jury. All parties and attorneys shall avoid contact with the venire and jury and counsel shall so instruct their clients and witnesses. If more than one attorney is providing representation to a party, there will be no “tag teaming”. Only one attorney will be permitted to examine, cross-examine, and/or object to questions directed toward an individual witness. Each party may have one attorney participate in bench conferences or side bars. When not participating in the questioning of a witness or participating in a bench conference/side bar, counsel shall remain seated at their assigned counsel table. Counsel shall address all arguments to the Court, and not to opposing counsel. Counsel shall admonish their clients that gestures, facial expressions or any manifestations of approval or disapproval of anything occurring in the courtroom is absolutely prohibited. Please see *Amended Administrative Order No. 2003-07-12 - Establishing Ninth Circuit Courtroom Decorum Policy* available at www.ninthcircuit.org.

Exhibits: All exhibits are to be marked for identification by Counsel with tags provided by the Clerk prior to the day of trial. Exhibits which will be stipulated into evidence, or which are not objected to, may be marked into evidence as exhibits. Once exhibits are marked in evidence or are offered but not admitted, they become the property of the Clerk of Court and may not be altered or removed from the courtroom without an Order of the Court. No exhibits

are to be published or exhibited to the jury, until admitted into evidence and/or authorized by the Court.

26. **Information not covered**

If any matters concerning the conduct of the pre-trial or trial procedures of Civil Division 35 are not covered herein, counsel is free to contact the Court. A status hearing can be set at which time the Court will attempt to answer any inquiries. The Court appreciates counsels' efforts to understand and comply with this Court's procedures.

Contact Information

Judge Patricia L. Strowbridge
425 N Orange Ave., Ste. 1115
Orlando, FL 32801

Ex parte/Short Matters/Hearings heard in 20-B
Jury Trials heard in Courtroom: 19B

Jessie Blow
Judicial Assistant
425 N Orange Ave., Ste. 1115
Orlando, FL 32801

Phone Number: 407-836-2481
Fax Number 407-835-5015
Email Address: ctjajb4@ocnjcc.org

Orange County Clerk of the Court
425 N Orange Ave.
Orlando, FL 32801

Phone Number: 407-836-2500
Website: www.myorangeclerk.org

“Exhibit A”

First Option

CERTIFICATE OF COMPLIANCE

I HEREBY CERTIFY that a lawyer in my firm with full authority to resolve this matter had a substantive conversation in person or by telephone with opposing counsel in a good faith effort to resolve this motion before the motion was noticed for hearing but the parties were unable to reach an agreement.

/S/ _____

Counsel for the party who noticed
the matter for hearing.

Second Option

CERTIFICATE OF COMPLIANCE

I HEREBY CERTIFY that a lawyer in my firm with full authority to resolve this matter attempted in good faith to contact opposing counsel in person or by telephone on:

1. _____ (Date) _____ at _____ (Time) _____ ;

2. _____ (Date) _____ at _____ (Time) _____ : and

3. _____ (Date) _____ at _____ (Time) _____ ;

to discuss resolution of this motion without a hearing and the lawyer in my firm was unable to speak with opposing counsel.

/S/ _____

Counsel for the party who noticed
the matter for hearing.