

STATE OF FLORIDA
NINTH JUDICIAL CIRCUIT COURT

COUNTIES OF ORANGE AND OSCEOLA
ORANGE COUNTY COURTHOUSE

ELIZABETH J. STARR
County Court Judge

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www.ninthcircuit.org

KARLA LOUISY
Judicial Assistant

Division 70 is County Civil Division in Orange County Florida. Please note these are general procedures and each case is unique. The Court or applicable law may require different or additional procedures than referenced below.

PRE-TRIALS & TRIALS

Pre-Trials are held Monday - Thursday beginning at 8:00 a.m. PIP Cases are held only on Mondays. Pre-Trials on all other cases are on Tuesday - Thursday from 8:15 a.m. – 9:30 a.m. For procedures regarding PIP cases for Pre-Trial, please refer them to Administrative Order No. 2009-12.

EX-PARTE

Ex-Parte hearings occur Monday through Thursday from 9:00 a.m. – 10:00 a.m. A docket is NOT generated for Ex-Parte hearings. Ex-Parte Hearings must be uncontested and may not be heard telephonically. Ex-Parte hearings are non-evidentiary. Please note that Ex-Parte hearings are not coordinated with the Judicial Assistant or placed on the Judge's docket.

HEARINGS AND MOTIONS

To set hearings and motions please visit Ninthcircuit.org and select The Judicial Automated Calendaring System also known as JACS to view available times.

If you are not an attorney and require legal advice regarding your case please visit the Clerk's Self Help Center located at the Orange County Courthouse Room 340.

TELEPHONE APPEARANCES FOR ATTORNEYS

Telephonic Appearances must be requested at the time of scheduling hearing. If the Attorney's office is located outside of Orange County, the attorney will need to provide the Judicial Assistant with a toll free or collect call number. The Court will call the number at the time of hearing. A motion is not needed for the attorney to appear telephonically. The Phone System in the courtroom does not allow the Court to dial a 3-way call. The party requesting the conference call will need to coordinate that call with the other party and have that party on the phone available for the Judge to speak with at the time of the hearing.

WITNESS PHONE APPEARANCE:

The Attorney will need to submit a Motion and a Proposed Order allowing the Witness to appear via phone.

TELEPHONE APPEARANCES FOR PRO-SE PARTY

The Pro-Se Party will need to submit a Motion/Letter requesting to appear by phone for the Judge to review. All the other rules regarding phone appearances apply.

MISCELLANEOUS

If you have any questions regarding these procedures, please feel free to contact the Judicial Assistant. Please never advise your client to call the Judge's office as they will only be referred back to you.

The Weekly Court Docket for division 70 is set the proceeding week on Wednesday at 3pm. Judge Starr's court docket is available on the Ninth Judicial Circuit JACS website.

Office hours are Monday - Friday from 8:30 a.m. - 12:00 p.m. and 1:30 p.m. to 5:00 p.m. If you reach the voice mail during the work day, the Judicial Assistant has been called away from her desk to assist the Judge, attend pre-trials, make copies, etc. Please listen to the voice mail as it contains pertinent information that is beneficial to you. Also, please note: These procedures apply to **Judge Starr** only. It is recommended that you refer to the procedure of each Judge or contact the Judicial Assistant in the division for instructions. Also, please be aware that these procedures are subject to change and while every effort will be made to publish any changes as widely as possible, the ultimate responsibility will remain with attorneys for parties and parties when pro se to confirm the then existing procedure.

The Judicial Assistant requires any and all phone conversations to be followed up through email. The Judicial Assistant will not verbally set any hearings. All hearings need to be confirmed through email in order for them to be set on the court's docket.