



STATE OF FLORIDA

Ninth Judicial Circuit of Florida

COUNTIES OF ORANGE AND OSCEOLA

ORANGE COUNTY COURTHOUSE

425 N. ORANGE AVENUE

ORLANDO, FLORIDA 32801

www.ninthcircuit.org

**GISELA LAURENT
CIRCUIT JUDGE**

**BRENDA VELEZ
JUDICIAL ASSISTANT
(407) 836-2028**

Judicial Practices and Procedures
(last modified October 20, 2025)

DIVISION 41 PROCEDURES

Division E-mail: 41orange@ninthcircuit.org
WebEx Link: <https://ninthcircuit.webex.com/meet/41orange>

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A. Communications with the Judicial Office

- **Method of Communication:**

- ☐ Division E-mail

- ☐ All communications to the judicial office must be submitted by e-mail to **41orange@ninthcircuit.org**, the dedicated division e-mail account. The subject line of any e-mail to the judicial office must contain the case number, case name, and relevant matter (e.g., 2024 DR 001234 SC – Doe v. Doe – 2-Hour Hearing Requested).

- ☐ Judicial E-mail

All communications to the judicial office must be submitted by e-mail to *insert judicial e-mail*. The subject line of any e-mail to the judicial office must contain the case number, case name, and relevant matter (e.g., 2024 DR 001234 SC – Doe v. Doe – 2-Hour Hearing Requested).

- ☐ Telephone

- ☐ All communications to the judicial office must be submitted by telephone call to *insert judicial telephone*. The judicial office does not accept text messages.

- ☐ Self-represented litigants and attorneys excused from e-mail service may communicate with the judicial office by telephone call to **407-836-2028**. The judicial office does not accept text messages.

- **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:**

- ☐ Parties may only contact the judicial office in accordance with these practices and procedures. Unsolicited communications from non-parties will not be considered by the court.

- **E-Filing Portal Contact Information:**

- ☐ All attorneys and self-represented litigants must make and receive service by e-mail, which is generally through the Florida Courts E-Filing Portal, unless excused. Fla. R. Gen. Prac. & Jud. Admin. 2.516.
- ☐ 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.
- ☐ The judicial assistant strives to substantively respond to all inquiries within one business day. If the judicial assistant is unable to substantively respond within one business day, your message will be acknowledged as received with an indication of when to expect a substantive response and alternate contact for immediate assistance.
- ☐ When the judicial assistant is out of the office, your message will be acknowledged as received with an indication of when to expect a substantive response and an alternate contact for immediate assistance.

- **Other Communication Procedures:**

- ☐ Any e-mail sent to or from the judicial office may be a public record subject to disclosure.

B. Scheduling Procedures

- **Court Schedule:**

- ☐ Four Judges are currently assigned to Domestic Violence Injunctions and related Domestic Relations (DR) cases. The Judge rotate through the courtrooms on a four-week rotation. Below is a description of what is heard in each courtroom.

- ☐ **Courtroom 16-A Compliance Hearings:**

Compliance hearings are scheduled on Wednesday mornings. They may

be held virtually or in person (make sure to check the notice of hearing for information in how to appear). If you need an interpreter for the compliance hearing, please notify the Judicial Assistant via email to 41orange@ninthcircuit.org.

If you are scheduled for a Compliance Hearing and have proof of compliance to submit to the court, please do so via email to InjunctionsOrange@ninthcircuit.org at least 7 business days before the hearing date.

☐ **Courtroom 16 B Injunction Hearings:**

- ☐ All Injunction Hearings are in person. Injunction Return Hearings are held Monday-Thursday at 8:30am, 10:00am, 1:00pm, and 2pm; Fridays 8:30am and 10:00am (as needed).
- ☐ For a witness to appear virtually a Motion must be filed. The e-filed Motion and proposed Order must send to the division email at 41orange@ninthcircuit.org at least one business day prior the hearing.
- ☐ Interpreter Needed- Cases requiring a Spanish Interpreter are heard on Thursdays. If your case requires a Spanish Interpreter and is not currently set for a Thursday, please notify the Judicial Assistant via email to 41orange@ninthcircuit.org. For all other languages. Please notify the Judicial Assistant via email that an interpreter is needed.

☐ **Courtroom 16-C Domestic Relations Cases:**

- ☐ For hearing time please contact the Judicial Assistant via the division email.
- ☐ Any exhibits to be use for the hearing the parties must bring hard copies. If the exhibit to be use is an audio or video you must bring such on a USB/Flash drive.
- ☐ The Court does not provide interpreters for DR cases. If an interpreter is needed, you must bring your own.

☐ **Courtroom 16-D Special Set Hearings**

- ☐ Longer or special set injunction hearings and other miscellaneous motions in DV cases are heard during this week. This type of hearing is set by the Court.
- ☐ Cases requiring a Spanish Interpreter will be set on Wednesday afternoon. For any other language notify the Judicial Assistant

to the division email.

Scheduling Hearings:

- ☐ Hearings must be requested by e-mail to the Judicial Assistant 41orange@ninthcircuit.org
- ☐ Counsel shall comply with Administrative Order 2014-19 before coordinating a hearing. Mediation is required before seeking temporary relief or filing Notice for Trial in a DR case.
- ☐ All hearings requests will be review and an order may be entered without a hearing.
- ☐ If parties are unable to agree on a hearing date and time on, the scheduling party should e- mail the judicial assistant, copying opposing counsel and any self- represented litigant, to coordinate scheduling the hearing.
- ☐ Email the division email to reserve hearing time. You must copy opposing counsel or self-represented litigant when communicating with the Court. When requesting hearing time make sure to include the following
 1. Case Number and last name of the parties
 2. Title of Motion and date it was filed.
 3. Length of time being requested.
 4. If is a DV case whether the parties need an interpreter, and language requested.
 5. Whether the hearing is evidentiary in nature (testimony or evidence expected)
 6. Certificate of Compliance with “Meet and Confer” and hearing coordination requirements in Administrative Order 2014-19
 7. Let the Court know if whether any party is in jail and needs to be transport.
 8. Your hearing time is not confirmed until you receive a reply from the Judicial Assistant.

• **Notice of Hearing:**

- ☐ A notice of hearing must be filed and served immediately after reserving hearing time. The notice of hearing must include the date of the hearing, time, motion(s) to be addressed, date the motion was filed, length of the hearing, and courtroom.
- ☐ A notice of hearing involving any remote appearance must list the WebEx Division link; <https://ninthcircuit.webex.com/meet/41orange>

- ☐ All notices of hearing must contain the Americans with Disabilities Act (ADA) notification required by Florida Rule of General Practice and Judicial Administration 2.540.
- ☐ **Cross-notice Motions.** Please do not **cross-notice motions** without prior approval of opposing counsel and the Judicial Assistant. If permitted, counsel must email the JA to confirm it can be heard in the same time frame or that sufficient additional time is available for all matters to be heard.
- ☐ **Canceling a Hearing.** Please note that only the party setting the hearing may cancel the hearing.
The party cancelling the hearing **must:**
 - Email the Judicial Assistant to notify the Court of the cancelled hearing. (filing the Notice of Cancellation with the Clerk is not sufficient as the Clerk does not notify the Court), and
 - File a **Notice of Cancellation** and email a copy of the notice of cancellation to the Judicial Assistant
- **Ex-Parte/Short Matters**
 - ☐ For scheduling email, the division email to get date, and time available.
 - ☐ Ex-Parte/Short Matters are typically held virtually via WebEx.
- **Emergency Motions:**
 - ☐ All Emergency Motions must include “Emergency Motion in their title.
 - ☐ Email the e-filed copy to the division email. Emergency Motion is only appropriate in “an emergency situation”, such as where a child is at risk of harm, or where the opposing party plans to improperly remove the child from the State.
 - ☐ Once the Emergency Motion is received via the division email, the Court will review th Motion and either ruling on the Motion without a hearing or set a hearing for the Motion to be heard on an emergency basis or deny the Motion as to being an emergency and instruct the parties to coordinate a hearing for the Motion.
- **Continuance Procedure:**
 - ☐ Motions for continuance are disfavored and will be granted only upon good cause shown. Successive continuances are highly disfavored. Lack of due diligence is not grounds for granting a continuance. Except for good cause shown, the motion must be signed by the party requesting the continuance, as required by Florida Rule of General Practice and Judicial Administration

2.545(e).

- ☐ Motions for continuance must be submitted at least 1 days prior to the scheduled court date for which the continuance is sought, barring exigent circumstances. Except for good cause shown, the motion must be signed by the party requesting the continuance, as required by Florida Rule of General Practice and Judicial Administration 2.545(e).
- ☐ Motions for continuance must state with specificity: (1) the basis of the need for the continuance, including when the basis became known to the movant; (2) whether the motion is opposed; (3) the action and specific dates for the action that will enable the movant to be ready, including, but not limited to, confirming the specific date any required participants are available; and (4) the proposed date by which the case will be ready to proceed and whether that date is agreed by all parties. Except for good cause shown, the motion must be signed by the party requesting the continuance, as required by Florida Rule of General Practice and Judicial Administration 2.545(e).

- **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.

- **Remote Appearance Procedure:**

- ☐ The court maintains a hybrid virtual courtroom, allowing parties to appear either in person or remotely, as provided by Florida Rule of General Practice and Judicial Administration 2.530. Requests to use communication technology for an appearance must be made by motion.
- ☐ Any objection to the use of communication technology must be filed no later than 3 days before the hearing.

- **Platform Used:**

- ☐ For virtual appearance the court uses WebEx.
- ☐ Certain hearings are eligible for remote appearance. These include: Case Management, Pre Trials, Ex-Parte
- ☐ Any person appearing remotely must be in a private location that is quiet and free from distractions. Under no circumstances will a participant be permitted to appear remotely from a moving vehicle.

- ☐ Any person appearing remotely must dress and behave professionally in the same manner as if physically present in the courtroom.
- ☐ Any person appearing remotely must enable the person's camera when joining the proceeding and keep the camera turned on until instructed otherwise by the court.
- ☐ Any person appearing remotely must mute the person's microphone when joining the proceeding and keep the microphone turned off until instructed otherwise by the court.
- ☐ If a witness appears remotely, the party calling the witness must ensure the witness has a functioning camera and microphone and has tested the internet connection before the hearing. The oath will be administered in accordance with Florida Rule of General Practice and Judicial Administration 2.530.

C. Submission of Orders and Judgments

- **Format:**

- ☐ All proposed orders must be submitted in Word format and provided to opposing counsel and any self-represented litigant.
- ☐ All proposed orders must be accompanied by a cover letter either (1) certifying that all parties agree to the order or (2) containing a statement identifying any disagreement of the parties as to the proposed order.

- **Submission Method:**

- ☐ All proposed orders must be submitted to the court by e-mail to the Division email at 41Orange@Ninthcircuit.org.
- ☐ Self-represented litigants excused from e-mail service may submit proposed orders to the court by U.S. mail or hand-delivered to the judicial office.
- ☐ **Proposed Orders.** If counsels are asked to prepare an order, the order should be:

Drafted and circulated within three (3) working days, and
Submitted to the Court within seven (7) days of the hearing, with a copy to opposing counsel.

All proposed orders must be in Word Format.

- All Orders must describe, in the caption, the subject and ruling of the court.
- Counsel must advise the Court of any objection to, or agreement on, the form of the proposed order when the order is submitted.
- If the parties are **unable to agree** on the form of the order, both sides shall email their proposed Order in Word to the Court for consideration within the seven (7) days. All parties must be copied on all email submissions.

D. Courtesy Copies of Case Law and Other Documents

- **When Required:**

- ☐ Motion(s), supporting memoranda and/or case law to be heard **must be received**, by email or hard copy to chambers at least **THREE (3) business days prior** to the hearing to ensure an opportunity for the Court to review. Copy opposing counsel with the same information provided to the Court.
- ☐ 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.

E. Exhibits for Evidentiary Proceedings

- **Submission Method:**

- ☐ The parties shall bring hard copies the day of the hearing.
- ☐ Pictures to be use must be printed and bring the day of the hearing.
- ☐ Any audio or video must be in a USB/Flash drive.

F. Pretrial Procedures and Conferences

- **Case Management Conference (CMC):**

- ☐ Any party may request a CMC when a case requires.
- ☐ The court strongly encourages the early use of CMCs in more complex cases, multiple-party litigation, or any case that might

benefit from court intervention.

- ☐ Unless excused by the court in advance, all CMCs are mandatory for attorneys and self-represented litigants. Parties represented by counsel are not required to appear at a CMC.

- **Status Conference:**

- ☐ Any party may request a status conference when a case requires.

- **Requirements:**

- ☐ Any request for a CMC or status conference must articulate the reasons for the necessity of the conference.

- **Scheduling:**

- ☐ If the court grants the request for a CMC or status conference, the moving party must schedule the CMC or status conference pursuant to the procedures noted under the above Scheduling Procedures.

G. Setting Case for Trial

- **Procedure:**

- ☐ File a notice for trial to set the case for trial.
- ☐ The Court will send out the notice of hearing for the Pre Trial Conference.

- **Notice Period:**

- ☐ After the pre-trial conference, the court will assign cases to specific days during the trial period and may assign back-up cases. Attorneys, self-represented litigants, parties, and witnesses are expected to be available during the entire trial period.

H. Division Procedures

- **ADA Accommodations:**

- ☐ If you need an ADA accommodation, please contact 407-836-2302
 - ☐ Information on ADA accommodations can be found on the circuit's website at the following link: [Americans with Disabilities Act | Ninth Judicial Circuit Court of Florida](#)

- **Interpreter Requests:**

- ☐ If an interpreter is needed for a hearing or trial, please contact the Judicial Assistant by email 41orange@ninthcircuit.org
- ☐ The Court only provides interpreters for Domestic Violence cases.