



**State of Florida
Ninth Judicial Circuit of Florida**

**MICHAEL DEEN
CIRCUIT JUDGE
Circuit Civil**

**COUNTIES OF ORANGE AND OSCEOLA
ORANGE COUNTY COURTHOUSE
Hearing Room/Chambers 14th Floor
Courtroom 18B**

**HENRIETTA COFFEE
JUDICIAL ASSISTANT**

39orange@Ninthcircuit.org
407-836-6004

**PROCEDURES FOR JUDGE MICHAEL DEEN
ORANGE CIRCUIT CIVIL DIVISION 39**

IN ORDER TO ASSIST COUNSEL, THE LITIGANTS AND THE COURT, THE FOLLOWING GUIDELINES¹, PROCEDURES, PRACTICES AND EXPECTATIONS ARE HEREBY ADOPTED FOR THE CIRCUIT CIVIL DIVISION 39 WHEN PRACTICING BEFORE JUDGE MICHAEL DEEN.²

A. HEARINGS AND RULINGS IN CHAMBERS

1. Setting of Hearings and Rulings in Chambers
2. Video Conference Appearance.
3. Cooperation of Counsel/Unilateral Setting of Hearings.
4. Emergency Hearings and Time-Sensitive Hearings
5. Short Matters
6. Foreclosure Cases.
7. Discovery Motions.
8. Motions in Limine ("MIL").
9. Hearing Materials, Exhibits, Legal Memoranda.
10. Limitation on Hearings.
11. Orders and Rulings of the Court.
12. Hearings on Motions for Rehearing, Reconsideration, or New Trial.

¹The above standards, procedures, practices and guidelines are minimum standards. All counsel are presumed to be familiar with and are expected to abide by the *Rules Regulating The Florida Bar*, and the *Guidelines for Professional Conduct* promulgated by the Trial Lawyers Section of The Florida Bar and adopted by the Conference of Circuit Judges. Copies of each of these documents may be obtained from The Florida Bar and/or are available on-line on its website <http://www.floridabar.org>. In addition, counsel must be aware of the *Ninth Judicial Circuit Courtroom Decorum Policy* promulgated on February 11, 2003. (See <http://www.ninthcircuit.org> For Attorneys/Information/Rules & Policies/Courtroom Decorum Policy.) Counsel must also be familiar with relevant Administrative Orders, e.g. *Administrative Order*, all of which may be found at the above Circuit website.

²This Court is held to the additional standards set forth in *Code of Judicial Conduct* and the *Principles of Professionalism for Judges*.

B. SETTING OF TRIALS.

1. Setting Cases for Trial.
2. Continuance of Trials.
3. Pretrial Conferences.

C. SETTLEMENT OR RESOLUTION.

1. Notice of Settlement.

D. TRIALS.

1. Location.
2. Courtroom Decorum.
3. Cell Phones, Communication Devices, and Cameras.
4. Trial Briefs.
5. Voir Dire.
6. Opening Statement and Closing Argument.
7. Exhibits.
8. Demonstrative Aids.
9. Objections.

A. HEARINGS

1. Setting of Hearings and Rulings in Chambers

- a. First, **STOP....and determine if a hearing is actually necessary**. The Court will consider many matters in chambers (see subsection j below), especially if the hearing is non-evidentiary. Summary Judgment must be set for a hearing unless the parties agree otherwise in writing.
- b. Prior to scheduling a hearing, the motion(s) must be filed and visible on the docket. True Ex Parte motions (*e.g.*, motions for injunctive relief without notice, motions in execution on a judgment) still must be filed and visible on the docket to be acted on by the Court.
- c. All counsel must comply with Admin. Order 2012-03's mandatory "meet and confer" requirements before securing hearing time.³
- d. Regular (*i.e.*, non-Ex Parte and Short Matters hearing time) hearing time may be obtained by using the **aiCalendar system**: <https://aicalendar.ocnjcc.net/Calendar/Orange/1520>. Additional instructions regarding the setting of hearings may appear on the aiCalendar page.
 - 1) Matters requiring more than fifteen (15) minutes must request consecutive available time slots for the total duration of time needed.
- e. **JACS DOES NOT WORK, PLEASE DO NOT USE IT.**
- f. All hearing requests for *more than* (30) minutes must be approved by the Court either at short matters or by motion, indicating the other parties position. The motions may be submitted to the Court to review in chambers (see subsection j below).
- g. To secure hearing time, coordinate with opposing counsel, then email 39orange@ninthcircuit.org with the following in the body of the email:

Case No.

Full Case Style

Motion(s) to be heard

Date/Time Coordinated

Amount of time requested

Remote or In-person appearance

Date "meet & confer" completed

Is the case evidentiary (require testimony and/or submission of exhibits):

If your request is missing any of the above information, it will not be confirmed. Regularly set hearings must be confirmed by the JA before parties may file a notice of hearing. Hearings set by notice of hearing but not confirmed with the JA will not be heard.

³ Administrative Order 2012-03 at <https://ninthcircuit.org/resources/admin-orders> .

- h. For evidentiary hearings, the hearing request must indicate that an evidentiary hearing is being requested, and the notice of hearing must expressly state that the hearing will be evidentiary (e.g., “Notice of Evidentiary Hearing”). The following additional procedures apply:
 - (i) If any party believes that an evidentiary hearing is required, the request for an evidentiary hearing must be made during the meet and confer process and when the hearing date and time are being coordinated amongst counsel.
 - (ii) If the parties dispute whether an evidentiary hearing is required or the amount of time necessary to complete the evidentiary hearing, they shall confer in good faith to attempt to resolve the dispute. If the parties are unable to resolve the dispute, they shall appear at short matters to obtain a resolution of the issue before the hearing is scheduled.
 - (iii) Failure to promptly request an evidentiary hearing or to address any dispute over whether an evidentiary hearing is required may result in the hearing proceeding on a non-evidentiary basis. Waiting until a scheduled hearing or shortly before a scheduled hearing to make requests for evidentiary hearings is strongly discouraged.
 - (iv) All evidentiary hearings shall be conducted IN-PERSON absent an order from the Court.
 - (v) Failure to properly notice evidentiary hearings in compliance with these procedures may result in delay, sanctions, or summary denial of the Motion.
- i. Additional motions may not be “piggy-backed” by cross-notice unless counsel first confirms with opposing counsel, and the Judicial Assistant, that sufficient additional time can be reserved in which to hear them. If an adverse party believes a motion or motions have been inappropriately “piggy-backed” by cross-notice, such adverse party must bring the matter before the Court via motion to strike the cross-notice in advance of the scheduled hearing. Only the party setting the hearing may cancel the hearing.
- j. **Ruling in Chambers Without a Hearing:** There are many matters that the Court will rule on without a hearing. This includes Motions to Dismiss, Discovery Motions, pure matters of law, evidence issues, and stipulated matters. If you are requesting the Court to rule on the motion in chambers, please indicate as such in your email to the Judicial Assistant and submit a proposed order. Copies of all hearings coordinated for short matters should be provided the Court expeditiously so that an order may be entered if appropriate. Providing proposed Orders in Microsoft Word is also advised.
 - 1) **Agreed Motions:** If the motion is agreed to, or unopposed, counsel may simply email the filed motion along with a proposed order. The proposed order must state in the title that it is an agreed order and otherwise comply with the requirements of Section 11 of these Procedures.
 - 2) **Filing and Response First:** For contested motions, the moving party shall file the motion and the non-moving party shall file a written response. After both the motion and any response are filed (or if no response is filed as addressed in paragraph 3 below), the moving party shall email the filed materials to chambers requesting a ruling in chambers.
 - 3) **If No Response Is Filed:** If the non-moving party refuses to submit a response to the motion or otherwise does not respond within three days, the moving party shall submit **two proposed orders**: (a) a proposed order addressing the relief requested in the motion; and (b) a proposed

order compelling a written response within ten (10) days.

- 4) Upon receipt of contested motions, the Court will determine whether a hearing is necessary. If a hearing is required, the Court will advise the parties to coordinate hearing time in accordance with Section A.1. If a hearing is not necessary, the Court will issue a ruling in chambers.

2. Videoconference Appearance

- a. Videoconference appearances at hearings will be permitted as set forth in this Section.
- b. Division 39's videoconference link is: <https://ninthcircuit.webex.com/join/39orange>
- c. All non-evidentiary hearings less than 30 minutes are presumed to be virtual.
- d. All parties shall be responsible for making sure they are technologically capable to attend virtual hearings PRIOR to making a virtual hearing request. If you do not know how to use the technology prior to the hearing, then file a motion to have hearing in person no more than 5 days before the hearing.
- e. The hearing notice must expressly state that the hearing will be by videoconference and contain the link set forth in this Section.
- f. This WebEx link shall also be used for witness appearances at hearings and trials unless the parties make other accommodations and advise the Court in advance.
- g. Pretrial conferences are generally by videoconference unless otherwise ordered.
- h. Witnesses utilizing videoconference for Court must:
 - (i) Be labeled using their first and last names
 - (ii) Have government-issued identification in their possession and readily available to provide to the person administering the oath if identify of the witness is in question.
- i. Evidentiary Hearings: All evidentiary hearings shall be in person unless other stated by Court Order. If the evidentiary hearing is virtual, all exhibits that a party intends to rely at the evidentiary hearing must be delivered to the Clerk three (3) days prior to the hearing. See section A(9)(o) for labeling exhibits.
- j. Telephonic appearances are discouraged and generally not allowed.

3. Cooperation of Counsel/Unilateral Setting of Hearings

- a. Hearing times must be cleared with opposing counsel and pro se parties, and good faith cooperation is expected of all counsel, their staff, and pro se parties. All counsel, their staff, and pro se parties have an obligation to respond promptly to scheduling inquiries.
- b. Coordination of hearings must include any request that a hearing be evidentiary and any request for attendance by telephone or videoconference.
- c. Should counsel, their staff, or pro se litigants fail to respond to a request to coordinate hearing time

within three (3) business days, or refuse to cooperate in setting a hearing, the requesting party may unilaterally set a hearing giving at least two weeks' notice of the hearing to opposing parties. The notice of hearing must state that the opposing party refused to coordinate a hearing time in the Certificate of Compliance.

- d. Similarly, if a party desiring a hearing is unable to coordinate hearing time with opposing counsel (or other party if pro se) after three (3) good faith attempts, the party requesting the hearing shall submit the request for hearing time to the judicial assistant with all documentation (including emails) demonstrating that party's efforts to coordinate a hearing date. The notice of hearing must state that the opposing party refused to coordinate a hearing time in the Certificate of Compliance.
- e. Motions to compel coordination of a hearing are not permitted given the availability of unilateral setting of hearings under the foregoing circumstances.

4. Emergency Hearings and Time Sensitive Hearings

- a. Counsel may contact the Judicial Assistant for an emergency hearing where the circumstances warrant it, and the following will apply:
 - (i) The body of the motion must contain a detailed explanation of the circumstances constituting the emergency.
 - (ii) The motion must contain a "Certificate of Emergency" wherein counsel of record certifies that he or she believes the facts and circumstances to constitute an emergency for which immediate hearing time is required and understands that designating a matter as an emergency may result in the Court cancelling or rescheduling other matters both professional and personal so as to accommodate the parties.
 - (iii) The motion must be emailed to 39orange@ninthcircuit.org before a hearing will be set. The Judicial Assistant will contact counsel to set a hearing if the Court determines that an emergency hearing is warranted based on the description and certification contained in the motion.
- b. Failure to include a Certificate of Emergency or certification of a matter as an emergency without a good faith basis may result in the imposition of sanctions and/or denial of the motion.

5. Ex Parte and Short Matters

- a. Ex Parte and Short Matters hearings are held Monday through Thursday at 8:30 a.m.
- b. Ex Parte and Short Matters hearings are for uncontested matters that can be heard in five (5) minutes or less, or contested matters that can be heard in ten (10) minutes or less. If it is apparent the matter set for hearing does not comport with the time constraints of Ex Parte and Short Matters hearings, the Court will decline to hear the matter.
- c. Matters to be heard at Ex Parte and Short Matters are not scheduled with the Judicial Assistant but must be coordinated with opposing counsel or pro se parties. Before setting a hearing at Ex Parte and Short Matters, the parties must satisfy the "meet and confer" requirement set forth in Admin. Order 2012-03-

01 and include a Certificate of Compliance in the notice of hearing.

- d. Parties are encouraged to be present in the Ex Parte and Short Matters videoconference space promptly at 8:30 a.m. or earlier. Short Matters will conclude upon the completion of all short matters noticed by the parties present (if there is no one left, short matters will end).
- e. Case Management Conferences may be heard at Ex Parte and Short Matters without a formal request for a Case Management Conference, but to enable the Court to be prepared to address the particular case management issue, the parties must describe the case management issue and their respective positions in either the notice of hearing or a separately filed case management report. In the latter event, the report must be emailed to 39orange@ninthcircuit.org no later than three (3) days prior to the date of the hearing.
- f. A list of dates on which the Court is unavailable for Ex Parte and Short Matters hearings is located at <https://aicalendar.ocnjcc.net/Calendar/Orange/1520>.
- g. Motions to be heard, along with the notice of hearing must be emailed to 39orange@ninthcircuit.org no later than two (2) days prior to the date of the hearing.
- h. The Court does not accept hearing materials for short matters, other than any filed motion and response to the motion. If your matter requires hearing materials, it may be more appropriate for regular court hearing time or for a ruling in chambers (see above).

6. Foreclosure Cases

- a. Most foreclosure hearings can be scheduled for Ex Parte and Short Matters. Longer hearings should be set in accordance with the procedures set forth in Section A.1.
- b. In advance of the hearing of a motion for summary judgment, Plaintiff's counsel shall file the original note and mortgage with the Clerk. Additionally, Plaintiff's counsel shall contact the Clerk in advance of the hearing to request the Clerk to retrieve the original note and mortgage so that the original note is available for cancellation at the time of the hearing in the event the motion is granted. Failure to do so will result in a delay of entry of the final summary judgment and consequently a delay in the conduct of any foreclosure sale.
- c. Agreed upon motions to cancel foreclosure sales do not require a hearing and may be considered in chambers with a proposed order. However, all proposed orders canceling a foreclosure sale must also include a new date for sale, even if a borrower is in loan modification. The Court will entertain further sale cancellations as appropriate.
- d. Not later than three (3) days prior to the commencement of a non-jury foreclosure trial, the parties shall complete and file an Attorney Worksheet for Foreclosure Trial, the form for which is available on the [Division 39 webpage](#).

7. Discovery Motions

- a. First, consider having the motion heard in chambers (see section A(1)(j)).

- b. An application to a court for an order “must be by motion.” Fla. R. Civ. P. 1.100(b); *see also* Fla. R. Civ. P. 1.351(d)(“...the party desiring production may file a motion with the court seeking a ruling on the objection...”). Accordingly, noticing “objections” to discovery without an accompanying motion is prohibited.
- c. Discovery motions shall include with the motion or as an attachment, the specific discovery request and the specific objection thereto, along with argument regarding same.
- d. Any motions filed but not set for hearing within a reasonable time will be considered abandoned.
- e. All such 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) and Admin. R. 2012-03.
- f. The filing of a motion for protective order, without attempting to set it for immediate hearing, is insufficient to protect from any discovery requested.

8. Motions in Limine (“MIL”)

- a. Form omnibus motions in limine requiring the parties to simply comply with well-established law and the rules of professional conduct are disfavored and may be summarily denied without prejudice to a timely trial objection.
- b. Before setting any MIL for hearing, counsel must meet either and confer on each and every requested Motion in Limine. *See* Admin Order 2012-03. Also, consider having the MIL ruled on in chambers (See section 1(j)).
- c. Subsequent to the meeting referred to above, counsel filing the MIL shall prepare and file a stipulation indicating in writing which of the items in the MIL is agreed to by the opposing party and signed by the opposing party.
- d. Any MIL not timely filed and timely set for hearing will be considered denied without prejudice to a timely trial objection.
- e. All rulings on MIL are non-final orders subject to modification during trial as evidence is presented. *See* Fla. Stat. § 90.104.
- f. MILs shall not be ruled upon unless they contain a certification of a good faith attempt as to each item to resolve the matter without court action. Notices of hearing on MIL must specifically identify the specific issues which remain in controversy after counsel has conferred.

9. Hearing Materials and Exhibits

- k. All hearing materials shall be submitted via email and the Court will discard any binders or usb drives without reviewing them. Hearing materials shall be emailed to chambers and opposing counsel not less than three (3) days prior to the hearing.
- l. Please send your hearing materials in no more than two emails. If you are unable to send your hearing

materials in two emails due to the attachments being too large, try summarizing the case law (with cites) you are attaching instead of sending every case and try again. The Court has access to Westlaw and can look up the case if desired or necessary.

- m. The Court will not accept or review hearing materials for short matters.
- n. CASE LAW: Any cases being relied on by the parties at a hearing or trial should be provided to opposing counsel and the Court no later than three (3) days before the hearing. Case law will only be accepted prior to the hearing via email. However, the Court will always consider any law applicable to the matters being litigated. Litigants shall highlight the parts of a law or case that they believe are the most relevant to the issues at hand.
- o. EXHIBITS: Copies of all exhibits must be provided to Opposing Counsel three (3) business days prior to the hearing in hard copy or digitally. Exhibit and Witness Lists are highly encouraged to be filed with the clerk (3) three days prior to the hearing. If the hearing is in person, all exhibits must be tagged with the yellow tags utilized by the clerk BEFORE the hearing.
 - 1) If the hearing is virtual, exhibits must also be delivered to the Clerk three (3) days prior to the hearing if the hearing is virtual. If the hearing is in person, the parties may bring their exhibits and give them to the clerk the day of the hearing.
 - 2) All Exhibits shall be marked utilizing LETTERS and shall be moved in as numbers. For example, what is marked for identification purposes only as Petitioner's A, will be moved into evidence as Petitioner's Exhibit 1. If all letters are utilized, exhibits should be marked with two letters, such as AA.

10. Limitation on Hearings.

- a. All hearings related to discovery or trial matters must be filed and heard by the time specified in the Trial Order or prior to the pre-trial conference if the Trial Order does not specify a deadline.
- b. No motions directed towards matters involving the trial will be heard during the actual trial period absent extraordinary circumstances.

11. Orders and Rulings of the Court.

- a. Proposed orders must be submitted electronically in Word format by email to 39orange@ninthcircuit.org The email submitting a proposed order must be copied to all parties to the case, and should specifically indicate whether the form and/or content of the order is agreed or not.

- b. Unless otherwise required by the type of case, proposed orders should be submitted with the following signature style:

ORDERED in Orange County, Florida on the date reflected in the e-signature below.

Circuit Court Judge

COURT SERVES PARTIES/COUNSEL OF RECORD VIA E-PORTAL. MOVANT IS RESPONSIBLE FOR SERVING ANY PARTY NOT PARTICIPATING IN ELECTRONIC FILING AND THEN FILING A CERTIFICATE OF SERVICE WITHIN THREE (3) BUSINESS DAYS OF THIS ORDER.

- c. Proposed orders submitted after a hearing or in connection with unopposed or agreed motions must be accompanied by an e-filed cover letter (the cover letter must have the filing stamp across the top) setting forth the date of the hearing, with a copy to all counsel and pro se parties. The cover letter must indicate whether all parties agree to the content of the order. The cover letter but not the proposed order must be e-filed.
- d. Proposed orders and cover letters submitted electronically to 39orange@ninthcircuit.org must be in Word format. The Word file name must: (a) include the case number [e.g., 20**-CA-*****], (b) abbreviated case style [e.g., Doe v. Jones], and (c) whether the file is a “Proposed Order” or “Cover Letter”.
- e. All orders must describe, in the caption, the subject and ruling of the court, *i.e.* “*Order Granting Plaintiff’s Motion for Partial Summary Judgment on Liability.*” See Fla. R. Civ. P. 1.100(c)(1). If “agreed orders” are provided, the title must indicate the substance of the order in addition to the indication that it is an “agreed order.”
- f. The proposed order must contain a complete certificate of service indicating service to all parties receiving service through the Florida Courts e-Filing Portal. If there are parties not receiving service through the Florida Courts e-Filing Portal, the proposed order must contain the following language: “Counsel for Movant(s) shall serve a copy of this Order via U.S. Mail to all parties not receiving service of court filings through the Florida Courts e-Filing Portal and shall file a Certificate of Service within three (3) days from the date of this Order.”

12. Hearings on Motions for Rehearing, Reconsideration, or New Trial.

- a. Upon the filing of a motion for rehearing, reconsideration, or new trial, the party filing the motion must email a copy of the motion to 39orange@ninthcircuit.org for review by the Court.
- b. The Court will either (i) rule without a hearing, (ii) direct that a written response be filed by opposing counsel, or (iii) direct the Judicial Assistant to contact the moving counsel to schedule a hearing. No party may set a motion for rehearing, reconsideration, or a new trial for hearing without court order. Any notice of hearing without an order authorizing the hearing on the motion for rehearing, reconsideration, or a new trial will be summarily stricken.

B. SETTING OF TRIALS

1. Setting Cases for Trial.

- a. For all cases filed on or after 1/1/2025, trial orders shall be issued on cases within 3 business days of the complaint being filed unless otherwise ordered. A trial order should already be in place for all cases filed prior to 1/1/2025. If no trial order is in place, please notify the judicial assistant and the Court will issue a Uniform Trial order.

2. Continuances of Trials.

- a. Motions for continuance of a trial will not be considered unless accompanied by a written consent signed by the client or unless the motion specifically states good cause as to why such a consent could not be obtained.
- b. Any motion for continuance must specifically set forth good cause justifying the continuance. If additional discovery is required, the motion should specifically describe the incomplete discovery that forms the basis for the requested continuance. Generalized statements that more time is needed, or mere agreement of the parties, will not support the granting of a continuance.
- c. Motions to continue should be set during Ex Parte and Short Matters before the date of the pretrial conference. The Court may not entertain a motion for continuance at the pretrial conference if there was sufficient opportunity to bring the case before the Court before the date of the pretrial conference.
- d. An Order of Continuance DOES NOT automatically extend any deadlines in the case. All deadlines MUST be through Court order and are considered frozen unless specifically extended by the Court. The parties may submit a proposed agreed order on any deadlines they wish to be extended or file a motion if contested, specifically identifying the deadlines that are sought to be extended.

3. Pretrial Conferences.

- a. Pretrials will be utilized to set the order of the trial docket, and to discuss witness problems, the size of the venire, audiovisual equipment needs, need for interpreters, time allotment for voir dire, opening and closing, responsibility for obtaining the court reporter, and other trial related issues.
- b. Motions will generally not be heard at the pretrial conference.
- c. Discovery closes the day prior to the pretrial conference. Parties should be ready to try their cases by the time of the pretrial conference.
- d. Prior to the pretrial conference, parties shall email to 39orange@ninthcircuit.org a completed and signed Pretrial Check List and Order Controlling Trial.
- e. Attendance at the pretrial conference by the attorneys who will try the case (lead trial counsel) is mandatory. Substituted appearance by counsel other than trial counsel at the pretrial conference is not permitted absent leave of Court for good cause shown.

4. Trial Priority Order

- a. A Trial Priority Order will be issued in every case left set for trial, following pre-trial, typically 10-14 days prior to the trial period beginning. The Order contains extensive instructions and notifications for the parties. The Order will contain most, if not all, answers to any questions from the parties about how the trial period will proceed and what occurs if a case is not reached.

C. SETTLEMENT OR RESOLUTION

1. Notice of Settlement.

- a. Plaintiff's counsel has the duty to immediately notify the Court of the settlement of any matter on the trial docket. Filing a notice of settlement does not, in and of itself, remove the case from a trial docket or excuse counsel from appearance at trial call.
- b. Parties having filed a notice of settlement of a case set for trial are only relieved from personal appearance at trial call upon: (1) providing to chambers a file-stamped copy of a joint stipulation for dismissal or voluntary dismissal prior to the first day of trial; or, (2) submitting a proposed Order Setting Status Hearing Regarding Settlement setting the case for a status hearing. Absent either of the foregoing, failure to appear at trial call, even where a notice of settlement has been filed, may result in entry of an order to show cause directed towards the non-appearing party or parties.

D. TRIALS

1. Location

- a. Trials will take place in Courtroom 18-B unless otherwise indicated. Attorneys should check with the Judicial Assistant the day before the trial to confirm the actual courtroom that will be used.
- b. Counsel and their clients are to be in the courtroom and ready for trial no later than 9:00 a.m. Depending on the number of Ex Parte and Short Matters hearings, trial will commence at 9:00 a.m. or as soon thereafter as possible.

2. Courtroom Decorum

- a. The [Ninth Judicial Circuit Courtroom Decorum Policy](#) is incorporated herein in its entirety.
- b. Water, and only water, is permitted at counsel's table.

3. Cell Phones, Communication Devices, and Cameras

- a. Cell phones must be turned off or in the silent mode when in the courtroom. If it is necessary to make or take phone calls, please step out of the courtroom.
- b. Witnesses will not be permitted to possess any type of communication device while on the witness stand.

- c. No photographs or recording, video or otherwise is permitted within the courtroom unless specifically permitted by the Court after formal request is made.

4. Trial Briefs

- a. If a trial brief is to be filed with the Court it must be submitted via email to 39orange@ninthcircuit.org no later than three (3) business days before the trial is to commence.

5. Voir Dire

- a. The Court will conduct a preliminary voir dire of the venire regarding qualifications, familiarity with participants in the proceedings, language barrier issues, health or medical issues, hardships, strong bias or opinions, and similar matters. Counsel are welcome to request that the Court initially explore certain areas of inquiry that may be important to the trial but sensitive in nature.
- b. Counsel are reminded to be considerate of the venirepersons' personal lives during their inquiries as well as the venirepersons' time constraints.
- c. While the Court will afford counsel latitude in questioning, the Court will limit repetitive questions.
- d. Time limits agreed to by the parties during the pretrial will be enforced.

6. Opening Statements and Closing Arguments

- a. The Court will discuss with counsel the time requirements for both opening and closing at the pretrial conference and will expect that a reasonable estimate be provided by counsel. Counsel are expected to adhere to these time constraints and they will
- b. Only demonstrative aids, or exhibits marked by the clerk, agreed to by all counsel, or approved by the Court, may be used in either opening statements or closing arguments.
- c. If a Power Point presentation is to be used in opening statements or closing arguments, a hard copy must be filed with the Clerk to create an appellate record. Any PowerPoint or similar presentation must be provided to opposing counsel a reasonable time before being displayed to the jury to allow an opportunity for objections to be raised and resolved. Power Points not shown to opposing counsel sufficiently in advance of its intended use to permit objections to be raised and resolved, shall not be permitted.

7. Exhibits

- a. Detailed instructions on how to mark evidence and where to get tags:
<https://www.myorangeclerk.com/Divisions/Records/Court-Evidence>
- b. All exhibits are to be marked for identification by the Clerk with the yellow tags provided by the Clerk prior to the day of trial. Exhibits are marked for identification alphabetically ("Ex. A", "Ex. B", "Ex. C", etc.). Once admitted into evidence, they are marked numerically ("Plaintiff's Ex. 1", "Plaintiff's Ex. 2", "Plaintiff's Ex. 3", etc.). Multiple page exhibits should be consecutively numbered by Bates stamp. Counsel should ensure that adequate copies of exhibits are available for the witness, the Court,

and opposing parties.

- c. 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 order of the Court.
- d. No exhibits are to be published to the jury until admitted into evidence and the Court has granted permission to publish.
- e. Audiovisual equipment questions should be addressed to the Ninth Circuit's Technology Support department at <http://ninthcircuit.org/services/technology-support>.

8. Demonstrative Aids

- a. Any demonstrative aid that is to be used at trial must be marked by the Clerk and exhibited to opposing counsel and the Court prior to the week of trial.
- b. The Court will hear argument of any counsel opposing the use of the demonstrative aids prior to the trial week.

9. Objections

- a. The Court will not allow speaking objections in front of the jury; only the legal basis for the objection should be stated. The Court will request a response from the non-objecting party only if necessary. If elaboration is necessary the Court will call counsel to the Bench for a Bench Conference outside the presence of the jury.
- b. Once the Court has ruled, no further argument shall be permitted. Matters addressed at sidebar are not to be repeated in front of the jury.

10. Jury Instructions

- a. Joint Proposed Jury Instructions and Verdict Form must be emailed to the Judicial Assistant at 39orange@ninthcircuit.org in Word format no later than 24 hours before the trial. The parties shall designate which instructions are agreed and which instructions, if any, are in dispute.
- b. Jury instructions must include a cover page with the case style and be formatted with 1" margins at the top and bottom, and not less than 1.25" margins at the left and right, in 12-Point New Roman font, single-spaced. The parties' names must be filled in where appropriate. "Notes for Use" must be deleted. Any blanks or bracketed terms contained in the standard jury instructions must be filled in or deleted if inapplicable. Failure to comply with the foregoing results in substantial trial delays.

11. Jury Deliberations

- a. Counsel are advised that jury deliberations past 8:00 p.m. require the consent of the Chief Judge and such consent is often denied out of consideration for the time of both the jurors and courtroom staff. Counsel are advised to tailor the presentation of their cases to avoid sending jurors into deliberations at the end of the day, particularly on Fridays.