

DOMESTIC RELATIONS / DOMESTIC VIOLENCE DIVISION 44 GUIDELINES & PROCEDURES

Judge Luis F. Calderon

Ninth Judicial Circuit – Orange County

Judicial Assistant (JA): Lauren Burrows

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Address: 425 N. Orange Avenue, Orlando, Florida 32801

Updated as of: March 1, 2026

These procedures only apply to Judge Luis F. Calderon. Where a Ninth Circuit Administrative Order or the Florida Family Law Rules conflict with these policies and procedures, the Administrative Order or Family Law Rule will control.

PRO SE LITIGANTS: Please review Administrative Order 2017-08-01, which establishes procedures for self-represented litigants in the Domestic Relations Division. **The Judge and the JA cannot provide legal advice to you regarding your case.** If you need additional assistance and cannot afford to hire an attorney, please contact Family Court Case Management, the Self Help Center, or Legal Aid.

ADDITIONAL RESOURCES: Additional information, resources, and forms can be found at the following links:

- Judge Luis F. Calderon's Ninth Circuit Page
- Judge Calderon's aiCalendar Online Docket
- Ninth Circuit Administrative Orders
- Judge Calderon's WebEx/Zoom Link for Virtual Hearings
- Florida State Courts System's Self-Help Center & Family Law Forms
- Ninth Circuit Family Court Case Management Services
- Florida Courts' Domestic Violence Resources

COMMUNICATIONS WITH THE JUDICIAL OFFICE

1. Division & Judicial Email: 44Orange@ninthcircuit.org – All communications to the judicial office must be submitted by e-mail to 44Orange@ninthcircuit.org, which is the dedicated division e-mail account.

The subject line of any e-mail must contain the case number, case name, and relevant matter (e.g., 2024 DR 001234 SC – Doe v. Doe – 2-Hour Hearing Requested). The opposing party / Counsel must be cc'd on any and every email to chambers.

2. Telephone: All communications to the judicial office must be submitted by telephone call to (407) 836-6329. The judicial office does not accept text messages. Please note that email is this division's preferred method of communication.

3. Ex Parte Communications: All communications must comply with Canon 3 of the Code of Judicial Conduct, which prohibits ex parte communications. All parties must be copied on any e-mail directed to the judicial office, unless an ex parte communication is authorized by law.

4. 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.

5. E-Filing Portal Contact Information: All attorneys and self-represented litigants must make and receive service by e-mail 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. 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.

6. Responses to Inquiries:

- The judicial assistant is not authorized to provide legal advice.
- The judicial assistant strives to substantively respond to all inquiries within two business days.
- When the judicial assistant is out of the office, your message will be acknowledged with an Out of Office reply that includes an alternate contact for emergency matters.

7. Other Communication Procedures: Any email sent to or from the judicial office may be a public record subject to disclosure.

HOW TO SCHEDULE A HEARING

1. Complete the mandatory meet and confer process to the extent permitted by law.

Before coordinating a hearing, counsel and parties shall comply with Administrative Order 2014-19. Mediation is required before seeking temporary relief or setting a case for trial in a DR case.

Please note that DV hearings are recorded by the court reporting system, but DR hearings are not. If you require a recording of a DR hearing, you must hire your own court reporter.

2. Determine which type of hearing you need. There are 4 types:

- A. Ex Parte:** Purely uncontested and/or non-evidentiary matters, very brief (5 minutes).
- B. Short Matters:** Contested matter requiring less than 10 minutes, non-evidentiary.
- C. Uncontested Hearings**
- D. Contested Hearings**

3. For Uncontested Hearings/Matters: Please inquire with the Judicial Assistant regarding available dates and times.

4. For Ex Parte and Short Matters Hearings:

When: Please inquire with the Judicial Assistant regarding available date and times.

Scheduling: Scheduled through the Judicial Assistant, who will provide the Div. 44 Web-Ex link.

Types of motions suitable: simple motions to dismiss, to amend pleadings, short discovery motions, protective orders, etc.

Ex Parte / Short Matters	Will be heard via WebEx. The Judicial Assistant will provide the link.
Notice of Hearing	Moving party must coordinate, serve, and file a Notice of Hearing containing the meeting link or Courtroom. Cross-noticing hearings without agreement is strictly prohibited.
Courtesy Copies	A courtesy copy of the motion, notice of hearing, and proposed order must be provided at least 5 business days before the hearing. Late copies may not be reviewed and may result in cancellation of the hearing.

Virtual Hearing Link: <https://ninthcircuit.webex.com/meet/44orange>

5. FOR CONTESTED HEARINGS: Email 44Orange@ninthcircuit.org and copy opposing counsel/pro se litigants. The following information must be included in your hearing request:

- Date and time of the completed "meet and confer" conference
- Both Petitioner's and Respondent's Name and Name(s) of Attorney(s) of record
- Case Number
- Length of Time Being Requested
- DR only: Date/Time being requested & DV Companion Case
- Whether the Hearing is Evidentiary in Nature
- Title of Motion and Date Filed
- Requesting in-person hearing or virtual hearing
- If DV, whether an Interpreter is Needed and Language Requested
- Whether any Party is in Jail and Needs to be Transported to Court
- Whether there's an active Injunction between the parties and case number (if known)

Coordinate date and time with opposing counsel/pro se party after reviewing available timeslots posted on aiCalendar. Refer to Administrative Order 2014-19 for guidance.

6. Receive confirmation. *Your hearing time is not confirmed until you receive a confirmation email from the JA.*

The JA will provide video hearing info/link. A courtroom phone number may be provided upon request. This information must be included in the Notice of Hearing.

7. If the Hearing is Virtual, prepare accordingly.

- All exhibits must be pre-marked and exchanged 5 days prior to the hearing. (Exhibits may be dropped off to the Clerk in Room 320.)
- Parties may appear virtually for non-evidentiary hearings lasting 30 minutes or less.
- If a proceeding is scheduled to last more than 30 minutes or is evidentiary in nature, the hearing shall be held in person unless prior approval is granted via filed Motion and signed Order.
- Ensure you are familiar with the technology and logged in to the division's Web-Ex link at the scheduled time.

8. Miscellaneous Issues:

- Attorneys must file a Notice of Hearing upon receiving confirmation from the judicial assistant. If the Court sets a hearing, the Court will enter an Order scheduling such.
- **Emergency Hearings:** The motion must contain a detailed explanation of the emergency. Standard: *Loudermilk v. Loudermilk*, 693 So. 2d 666 (Fla. 2d DCA 1997). The Court will (1) rule without hearing; (2) set an emergency hearing; or (3) deny as emergency and direct expedited/non-emergency scheduling.
- **Cross-notice Motions:** Do not cross-notice without prior approval.
- **Canceling a Hearing:** Only the setting party may cancel. That party must (1) notify JA in a timely manner and (2) file and email a Notice of Cancellation to chambers. If the Hearing is set by Court Order, you must submit a filed motion and proposed order canceling the hearing for the Court's review; otherwise, the hearing will proceed as scheduled.

MOTIONS

1. MOTIONS FOR REHEARING/RECONSIDERATION/NEW TRIAL

A. Send a copy directly to chambers upon filing. B. The Court will either rule without hearing, direct a written response, or schedule a hearing.

2. MOTIONS TO WITHDRAW

Review Fla. Fam. Law R. 12.040. Include client's signature, last known address, and email.

With Client Consent: Submit motion with consent and proposed order to chambers.

Without Client Consent: Serve on client and set for hearing with minimum 14 days' notice.

3. MOTIONS TO DISMISS OR STRIKE

May be ruled upon without a hearing.

4. UNCONTESTED FINAL JUDGMENTS

Dissolution of Marriage

When Hearing Required: Complete Uncontested Dissolution Checklist and email to division email with proposed Final Judgment and agreements. Parenting Plan and MSA must be incorporated. Send Final Judgment in Word format prior to hearing.

When Hearing NOT Required: File Motion and Waiver for Written Final Hearing. Submit Required Checklist with all agreements and proposed Final Judgment in Word format.

Paternity: Uncontested Paternity Final Judgments may be emailed for review without a hearing if all required documents have been filed.

ORDERS AND RULINGS

1. Rulings: The Court will issue orders and rulings in a timely manner.

2. Proposed Orders should be: A. Drafted within 3 working days. B. Submitted within 7 days with copy to opposing counsel. C. Submit a cover letter describing subject, specifying any hearing held and the Court's ruling, and advising of any objection or agreement to the language of the order. D. If unable to agree, both sides must email competing proposed Orders in Word. The parties' respective proposed orders must be accompanied by cover letters specifying the orders are competing and not agreed-upon.

3. Submitting Orders: Email to 44Orange@ninthcircuit.org in Word format with e-filed cover letter. Certificate of service must comply with Rules of Civil Procedure.

COURTESY COPIES REQUIRED

Materials must be received at least **FIVE (5) business days** prior to the hearing. Send in PDF or Word. All materials should be provided electronically. Index with hyperlinks. Cases should be highlighted.

Failure to provide courtesy copies may result in the hearing being cancelled, and materials will not be considered by the Court or reviewed if not timely provided.

PROCEDURAL STEPS OF A DV CASE WITHIN THE NINTH JUDICIAL CIRCUIT

1. Petition for Protection reviewed by the Court.
2. If GRANTED: Temporary Injunction or Order Setting Hearing entered.
3. Within 15 days after service, "Return Hearing" is set. Court will dismiss, continue, or grant Final Judgment of Protection.
4. If conditions imposed (BIP, evaluations, etc.), Court may set "Compliance Hearing."
5. If Final Judgment granted, related DR/Family Law cases are transferred to the same Judge.

HOW TO SET A CASE FOR TRIAL

STEP 1: ATTEND MANDATORY MEDIATION

A. Pursuant to AO 2004-14-02, attend mediation before seeking temporary relief or setting for Non-Jury Trial.

B. After mediation, may seek temporary relief or file Notice of Non-Jury Trial. Copies of filed Notices of Non-Jury Trial must be submitted by email to the Judicial Assistant. Motions to Dispense with Mediation available per Fla. Stat. 44.102(2)(c).

C. Fill out Form 50 for Dispute Resolution. Fax to 407-836-2367.

STEP 2: MATTERS TO COMPLETE BEFORE NOTICE OF TRIAL

A. Attend Mediation within 180 days before filing Notice for Non-Jury Trial.

B. File Notice for Non-Jury Trial with the Clerk's office.

C. Attach Form 51. If Dissolution with Children or paternity, file parenting class certificates per Fla. Stat. 61.21.

D. Email e-filed Notice and Form 51 to division email (cc'ing all parties) to begin trial procedure.

STEP 3: ATTEND A CASE MANAGEMENT CONFERENCE

A. Court will issue Order setting CMC after receiving Notice and Form 51.

B. CMC held per Fla. Fam. R. 12.200. Comply with all aspects of the Order.

C. All counsel and parties must be present. CMCs generally held in person; please refer to the order as to whether the hearing will be in person or virtual.

D. At CMC, PTC will be set if ready. Court will enter UPTO. If not ready, another CMC will be set.

STEP 4: COMPLETE ALL UPTO REQUIREMENTS

A. UPTO requires: (1) Parenting Plan, (2) Pre-Trial Memorandum, (3) Equitable Distribution Worksheet, (4) Updated Financial Affidavits.

B. Noncompliance may result in sanctions.

Before PTC, submit in WORD format at least 5 days prior:

1. Parenting Plan (joint redline if no agreement; see Form 12.995)
2. Joint Pre-Trial Memorandum with stipulations
3. Joint Equitable Distribution Spreadsheet
4. Updated Financial Affidavits

C. PRE-TRIAL CONFERENCE: All parties must appear. Final Hearing approximately 2–8 weeks after PTC (depending on available hearing time). PTCs held in person unless directed otherwise by the Court.

Failure to comply may result in sanctions including dismissal, striking witnesses, cancellation of trial, and assessment of fees/costs.

STEP 5: PREPARING FOR TRIAL

Preparing Evidence: Applies to evidentiary hearings and Trial.

1. Exchange all exhibits at least 10 business days before.
2. A proposed final judgment must be prepared and submitted via e-mail at least 5 business days before. It must include all issues relevant to the parties, and must include proposed findings of fact and supporting evidence.
3. Good faith telephone conference on stipulations and objections.
4. Pre-mark bates-stamped exhibits; bring 2 hard copies (Judge + Clerk). (Clerk copies may be delivered in advance to Room 320.)

INFORMATION NOT COVERED: Contact the Court at 44Orange@ninthcircuit.org. The Court appreciates efforts to understand and comply with these procedures.