

Judicial Practices and Procedures
(County Criminal)
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A. Communications with the Judicial Office

- **Method of Communication:** All communications to the judicial office must be submitted in writing and filed with the Clerk’s office. The document must contain the case number, case name, and relevant matter (e.g., 2024 DR 001234 SC – Doe v. Doe - 2-Hour Hearing Requested.)”
- **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 all 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:** Unsolicited communications from non-parties will not be considered by the Court. Parties may only contact the judicial office according to these practices and procedures.
- **E-Filing Portal Contact Information:** 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. If the Judicial Assistant is out of the office, emails and hearing requests will be handled in the order received upon the Judicial Assistant return. Please do not send multiple emails regarding the same subject matter.

B. Scheduling and Courtroom Procedures

- **Calendar Calls: Court** will start promptly at 9:30 a.m. (unless notified of a different time). All attorneys shall be available and prepared to handle their assigned cases as called by the Court.
- **Court Schedule:** If an attorney wishes to add, remove or pass a case to another scheduled date, that attorney shall notify the Judicial Assistant by email at rosarior@coj.net. The attorney making the request must copy opposing counsel, **NO LATER THAN 3:00 PM THE DAY PRIOR TO THE REQUEST DATE**. An attorney's filing a waiver of a client's appearance **DOES NOT** alleviate the need for the attorney's presence in court unless previously agreed to by the Judge.
- **Waiver of appearance:** Defense counsel shall not waive the presence of any in-custody defendant, who has been transported to the courthouse from the jail, without prior approval of the Court or absent of good cause. There shall be no waiver of defendant's appearance at Final Pre-Trial Conference.
- **TRIAL:** Once a case is set for trial, this Court shall distribute a written Trial Order, by which all parties shall abide
- **Final Pretrial Conference:** At the final Pretrial Conference, the

Defendant shall be present (there shall be **NO** waiver of Defendant's appearance at the Final Pretrial Conference), as well as the attorney(s) who are trying the case.

- **Submission Deadlines:** All substantive motions that will require an evidentiary hearing must be filed no later than the Final Pretrial Conference.
- **Continuance Procedure:** Continuances are disfavored and will be granted only upon good cause shown. A request for continuance must be submitted at least five (5) days prior to the scheduled court date. 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).

C. Remote Appearance

- **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.
- **Platform Used:** The Court uses Zoom for remote appearances.
- **Platform Meeting ID#:** Zoom Meeting ID#: **493 682 6180**
- **Requirements:** Counsel must submit a request for remote appearance to the Court no later than five (5) days prior to the hearing.
- **Technology Needs:** The Court allows parties to use technology in their trial and hearing presentations. Counsel is responsible for having any technology set-up and ready to use during the trial or hearing without causing unnecessary delay. Please contact the Court's Information Technology department <https://www.jud4.org/technology> to coordinate any technological issues in advance of the trial or hearing.

D. Submission of Orders and Judgments

- **Format:** All proposed orders must be submitted in **Word format**. 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. All consent Orders shall include the word "Consent" or "Agreed" in the caption of the proposed Order.

- **Submission Method:** Proposed orders must be submitted to the Court via e-portal with copies to all parties.

E. Courtesy Copies of Case Law and Other Documents

- **When Required:** Courtesy copies of case law must be submitted to the Court for any evidentiary proceeding.
- **Format:** PDF or Word document.
- **Submission Method:** The Court must receive courtesy copies of motions and memoranda for the hearing no later than three (3) business days Prior to the hearing. Motions, pleadings and memoranda may be submitted by e-mail, U.S. Mail or hand-delivery. However, voluminous pleadings (**more than 20 pages, including attachments**) must not be emailed and must instead be provided by hand-delivery, U.S. mail or other delivery service. **Any binders containing case law shall be received by the Court at least 5 days prior to the hearing.**
- **Deadline for Submissions:** Courtesy copies must be delivered to the Court at least three (3) days prior to the hearing with copies provided to all other parties at the same time.

F. Emergency and Other Urgent Matters

- **Requirements:** 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 an emergency hearing, barring exigent circumstances.

G. Exhibits for Evidentiary Proceedings

- **Submission Method:** Submit all exhibits and case law to be relied upon at hearing, electronically by e-mail to the division e-mail account.
- **Format:** Exhibits must be submitted to the Clerk of the Court in paper format. All attorneys and self-represented litigants must bring sufficient copies of each exhibit for the clerk, the Court, and each party to review

during the hearing or trial. Exhibits must be labeled in the following format: 'Petitioner/Plaintiff 1' or 'Respondent/Defendant A.'

- **Deadline for Submissions:** All exhibits must be received in chambers two (2) days before the evidentiary proceeding.

H. Other Division Procedures

- **ADA Accommodations:** If you are an individual with a disability who needs an accommodation to participate in a court proceeding or other court service, program, or activity, you are entitled, at no cost to you, to the provision of certain assistance. Requests for accommodation may be presented by form, in another written format, or orally. Please visit [Jud4.org - Florida State Courts System ADA Title II Accommodation Request Form - Duval and Clay](#) to access the form, that must be submitted to the ADA Coordinator at (904) 255-1695 (or 711 Florida Relay Service); or at 501 West Adams Street, Room 6204, Jacksonville, FL 32202; or CRTINTRP@coj.net. Please submit your request as far in advance as possible, but preferably at least seven (7) days before your scheduled appearance or other Court activity.
- **Interpreter Requests:** The Fourth Judicial Circuit Court Interpreter Program is dedicated to providing qualified interpreters to non-English speaking litigants in the courtroom. Interpreters are hired by Court Administration on an event-by-event basis and can be provided for most court events. Please contact the Court Interpreter Program Coordinator at least seven (7) days before the service is needed, or immediately upon receiving notification if the time before the needed service is less than seven (7) days. If you are hearing or voice impaired, call 711 to reach the Telecommunications Relay Service. Requests for interpreter services (foreign language and sign language) should be directed to the Court Interpreter Program Manager, crtintrap@coj.net or by telephone at (904)255-1010. Please visit [Jud4.org - Request for Interpreters](#) for more information.