

Judicial Practices and Procedures

(last modified February 1, 2026)

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A. Communications with the Judicial Office

1. Method of Communication:

- a. Communications to the judicial office should be submitted by e-mail to jennifer.johnston@flcourts18.org. The subject line of any e-mail to the judicial office must contain the case number, case name, and relevant matter (e.g., 05-2024-CA-001234-XXCA-BC – Doe v. Doe – 2-Hour Hearing Requested).
- b. Although email is the primary method of communication, if you have an emergency matter, if you have been instructed to call the judicial office, or if you are a self-represented litigant without ready access to email, you may communicate with the judicial office by telephone

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call to (321) 617-7279. **The judicial office does not accept text messages.**

- c. **Ex parte Communications:** All communications with the judicial office must comply with Canon 3 of the Code of Judicial Conduct. The Court CANNOT and WILL NOT engage in nor accept any ex parte personal communications or correspondence on a case. If you have a matter to bring to the Court's attention, please file the proper motion with the Clerk of Court and copy all parties and/or counsel in the case with said motion.
- d. **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.

2. **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.

3. Response to Inquiries:

- a. The judicial assistant strives to substantively respond to all inquiries within one business day. If the judicial assistant is out of the office, or 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.
- b. The judicial assistant is not authorized to provide legal advice.

B. Scheduling Procedures

1. Meet and Confer Requirement:

Pursuant to Rule 1.202 a moving party is required to separately certify it has complied with the *conferral requirement prior to filing the motion*.

It is this Court's position that **the term “confer”** requires a substantive conversation in person or by telephone/video conference (between counsel with full authority to resolve) and a good faith effort to resolve the motion

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without the need for hearing *and does not envision an exchange of ultimatums by fax, e-mail or letter.*

In addition, this Court has established a mandatory meet and confer policy **before scheduling hearings** (*except for motions for injunctive relief without notice; judgment on the pleadings; summary judgment; or to permit maintenance of a class action*). **The movant must certify compliance with this policy as set out below.**

It shall be the responsibility of the attorney who schedules the hearing to arrange the conference. Opposing Counsel must respond promptly to inquiries and communications.

Counsel who schedules the hearing shall include in the Notice of Hearing filed with the Court, a **Certificate of Compliance** (in the same form as attached hereto as “**Exhibit A**”) reflecting the outcome of the Conferral as set forth herein.

(“**Exhibit A**” “**First Option**”) that the conferral occurred but the parties were unable to reach an agreement (*on all or part of the issues, identifying which issues remain unresolved*).

(“**Exhibit A**” “**Second Option**”) that counsel scheduling the hearing was unable to reach opposing counsel to conduct the conference after three (3) good faith attempts, and identify the dates and times of the efforts made to contact opposing counsel.

(“**Exhibit A**” “**Third Option**”) that Conferral under Rule 1.202 is not required.

2. **Scheduling Hearings:**

2.1 **Coordination between Parties:** When coordinating and scheduling hearings, depositions or other proceedings, all counsel and self-represented parties are required to comply with the Guidelines for Professional Conduct applicable to Scheduling, Continuances and Extensions of Time, as set forth in the *2022-2024 Professionalism Handbook* published by the Florida Bar Standing Committee on Professionalism. A copy can be found on this Court’s website.¹

2.2 **Scheduling Platform - JACs:**

2.2.1 Hearing time must be coordinated between counsel/*pro se* party prior to scheduling. Counsel and *pro se* parties can review the Court’s available hearing time in JACs at the following

¹ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #03.0.

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link:<https://jacs.flcourts18.org/public-court/8>

- 2.2.2 **Scheduling Procedure for a Party Without an Attorney:** A *pro se* party who has coordinated availability with the opposing counsel/party and who wishes to schedule a hearing must email the Judicial Assistant at jennifer.johnston@flcourts18.org to request that the Court reserve the agreed-upon hearing time.
- 2.2.3 **Scheduling Procedure for Attorneys:** Hearings before Judge Blaue are scheduled by reserving available time in JACS (Judicial Automated Calendaring System), accessible through the Court's website at the following link: <https://jacs.flcourts18.org/login>. A JACS account, only available to attorneys, is required to utilize the scheduling function in JACS.

Hearing time is available in 15- minute increments. If you need more time (e.g., scheduling a 30-minute hearing), please locate consecutive 15-minute hearing time slots for the total time needed. Please schedule each time slot required for your hearing; then, email the JA at jennifer.johnston@flcourts18.org to advise of the total length of your hearing and request that the time slots be consolidated on the Court's docket.

JACS sends email confirmations of hearings set and cancelled. These notifications *do not take the place of a Notice of Hearing, or Notice of Cancellation of Hearing*, as required by statute. Counsel must issue a Notice of Hearing² or Notice of Cancellation.

Hearings cannot be cancelled through JACS less than three days prior to the scheduled hearing date. If you need to cancel a hearing with less than three days' notice, you must email the JA at jennifer.johnston@flcourts18.org to notify the Court of the cancellation and to provide a courtesy copy of the filed Notice of Cancellation.
- 2.3 **Short Matters Hearings:** Short Matters hearings are only for **uncontested** matters that can be heard and addressed by the Court in five minutes or less. Short Matters will be held from 3:00 p.m. to 4:00 p.m. on certain, identified dates; namely, Thursday afternoons not during trial dockets. Available short matters hearing times of 5 minute

² Notices must comply with the Court's procedures set out in **Section B.3., *infra*.**

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slots are scheduled in the same manner as other hearing time – see Section 2.2 above.

Short matters hearings will only be conducted remotely via the Microsoft Teams platform (“Teams”).

- 2.4 **Hearings less than Two Hours:** Unless otherwise ordered, Judge Blaue conducts all non-evidentiary hearings, and all evidentiary hearings of less than two hours, via Microsoft Teams as allowed by Rule 2.530, Fla. R.Gen. Prac. & Jud. Admin. All remote hearings are conducted in accordance with, and all attorneys, parties, witnesses, or other persons participating in or observing remote court proceedings shall comply with ***The Florida Bar Recommended Best Practices for Remote Court Proceedings***, a copy of which can be found on this Court’s website.³
- 2.5 **Hearings of Two to Four Hours:**
 - a. If you are requesting more than two hours for your hearing, you must email the Judicial Assistant to request hearing time.
 - b. Unless otherwise ordered, all hearings two hours or longer in length may either be conducted remotely⁴, via Teams, or, if all parties are in agreement, in person. If the hearing is to be conducted in person, the scheduling party is responsible for advising the Court, via email to the Judicial Assistant at jennifer.johnston@flcourts18.org of the total number of persons who will be in attendance, including attorneys, parties, experts/witnesses and court reporter, so that the Court can obtain a suitable location (i.e., chambers or a courtroom) for the hearing. In-person hearings MUST be scheduled with AT LEAST two weeks' advance notice to the Court, unless the Court orders otherwise.
- 2.6 **Hearings Requiring More Than Four Hours:** If you are requesting more than four hours, the matter must first be submitted to mediation, and the party requesting the hearing must provide the Notice of Impasse or Partial Settlement to the Court’s Judicial Assistant with the request for hearing time.
- 2.7 **Evidentiary Hearing:** Either prior to, or within 5 days after, scheduling an evidentiary hearing, the parties shall meet and confer to prepare an **Agreed Case Management Order Regarding Evidentiary**

³ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #04.

⁴ A remote evidentiary hearing must comply with ***The Florida Bar Recommended Best Practices for Remote Court Proceedings***, found at Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #04.

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Hearing (a copy of which can be found on this Court’s website)⁵ and submit same to the Court for entry. *See also Section G* of these *Judicial Practices and Procedures* regarding preparation and submission of exhibits for in-person and for remote evidentiary hearings.

2.8 **Election to Decide Motion on Written Submissions, Without a Hearing** **A party in a civil action may choose to seek a ruling from the court on a pretrial non-evidentiary motion based on written submissions that do not necessitate a hearing before the court.** Motions that may be ruled on based on written submissions include, but are not limited to Motions to Strike, Motions to Compel, Motions to Dismiss, Motions to Take Judicial Notice, Motions to Stay, Motions to Reschedule Mortgage Foreclosure Sale, Motions for Continuance, and Motions for Disqualification.⁶

If a party in a civil action seeks a ruling on a motion based on only written submissions, the movant shall file a *Notice of Request for Court to Consider Motion Based on Written Submissions without Hearing*. A sample form is attached hereto as **Exhibit “C.”**

The opposing party/counsel shall have 15 days after being served both the motion and the notice to file their argument and legal memorandum with citations of authority in opposition to the relief requested. The opposing party may also request to have the matter heard before the Court if the opposing party seeks a hearing on the matter within the 15-day period after the notice is filed.

Following expiration of the period allowed for these submissions, the movant shall email the Judicial Assistant at jennifer.johnston@flcourts18.org a cover letter to the Court detailing that the motion is ripe for a decision (at least 16 days after the original notice has been sent), stating the movant’s compliance with this procedure, and including a copy of the motion, and any responsive filings filed by the opposing party. Movant’s cover letter should appear substantially similar to **Exhibit “D.”** Movant should also include a proposed Order⁷ of the *Order on Motion Based on Written Submissions*. **Exhibit “E”** is a sample form order which may be used. The Court may, at any time following the date the motion is ripe for a decision, rule without further notice or hearing or direct the matter to be heard.

⁵ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #12

⁶ Motions for Summary Judgment may not be decided via the written submissions procedure.

⁷ Proposed Orders shall be submitted in compliance with **Section D. infra**.

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The filing of a *Notice of Request for Court to Consider Motion Based on Written Submissions without Hearing* does not require the Judge to rule without oral argument.

2.9 **Abandonment of Motions:** For Motions to Dismiss, Motions for More Definite Statement, Motions to Strike, Motions to Amend Complaint, Motions to Amend Answer/Affirmative Defenses, Objections to pleadings, Motions for Protective Order, and Motions to Compel: Within sixty (60) days from the date of filing of a Motion listed herein, the movant must: 1) coordinate with opposing counsel and 2) either submit a proposed Agreed Order⁸ on the Motion, or schedule a hearing and file a Notice of Hearing. Otherwise, the Motion/objection is deemed abandoned and denied. The Non-Movant shall timely submit a proposed Order⁹ setting forth the grounds upon which the Motion/objection has been abandoned and is deemed abandoned and denied.

2.10 **Discretion to Rule on Non-Evidentiary Matters:** The Court, depending on the circumstances, may exercise its discretion and rule on non-evidentiary motions without a hearing¹⁰. Therefore, counsel are encouraged to timely file written argument supporting and opposing their positions with the Court.

3. **Notice of Hearing:**

3.1 **Certificate of Compliance with Meet and Confer Requirement:** The Notice of Hearing shall contain a *Certificate of Compliance* (in the same form as attached hereto as “**Exhibit A.**”) See **Section B.1** above for further details regarding this Court’s meet and confer requirement, and the form of the *Certificate of Compliance* to be included in the Notice of Hearing filed with the Court.

3.2 **Form of Notice of Hearing:** The *Notice of Hearing* must contain the following information:

- The date and time of the hearing;
- The amount of time reserved for the hearing;

⁸ Proposed Orders shall be submitted in compliance with **Section D infra**.

⁹ Proposed Orders shall be submitted in compliance with **Section D infra**

¹⁰ There is no rule or law in Florida state or federal court that requires a trial judge to hear oral argument on a pretrial non-evidentiary motion. *See Gaspar, Inc., v. Naples Fed. Sav. & Loan Ass’n.*, 546 So. 2d 764 (Fla. 5th DCA 1989). A party is afforded due process on such matters when given an opportunity to present a legal memorandum and then Court may enter an order based upon submissions without a noticed hearing and oral argument of counsel. *See also Nudel v. Flagstar Bank*, 52 So. 3d 692 n.3 (Fla. 4th DCA 2010).

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- The name of the Motion(s) to be heard; The date of filing of the Motion(s); The Clerk’s Docket Number of the filed Motion(s) [not the e-Portal filing number];
- The location of the hearing – The address of the Moore Justice Center (2825 Judge Fran Jamieson Way, Viera, FL 32940) for all in-person hearings. The Notice must state “Via Microsoft Teams” instead of the Courthouse address for all remote hearings;
- Certificate of compliance with Meet and Confer requirements [*see Section B.1 supra*].
- ADA notice pursuant to Rule 2.540(c), *Fla. R. Gen. Prac. & Jud. Admin.* Specific language may be found on the court’s website at <https://flcourts18.org/americans-with-disability-act-compliance/>

3.3 **Additional Requirements for Notice of Remote Hearing:** For all remote hearings, the Notice must also contain the following language: "Any person wishing to attend this hearing who has not received the Teams invite must email the Judicial Assistant at jennifer.johnston@flcourts18.org to provide an email address and request the Teams invite," and that the Judge requires VIDEO appearance and appropriate court attire.

3.4 **Requirements for Notice of Evidentiary Hearing:** If the hearing is an evidentiary hearing, the Notice must be titled as such: "Notice of Evidentiary Hearing."

4. **Submission Deadlines:** The court must receive all materials for the hearing no later than three business days before the hearing.

5. **Order of Proceedings:** Motions will generally be heard in the order in which they are listed on the Notice of Hearing; however, the Court, in its discretion, may change the order in which Motions are addressed.

6. **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. DO NOT assume the hearing is automatically removed from the Court’s calendar. **A Notice of Cancellation that has been e-filed with the Clerk is not sufficient notice of a cancellation. Cancellation of a hearing MUST be confirmed with and by the Court.**

In addition to notifying the Judicial Assistant, hearings must also be cancelled in JACS. This is a courtesy that will allow someone else to schedule another hearing during that time. However, hearings cannot be

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cancelled in JACS less than three days prior to the hearing date. In such a situation, you must email the JA of the cancellation, as only the Judicial Assistant can cancel the hearing in JACS during that time.

C. Remote Appearance

1. **Remote Appearance Procedure:** Unless otherwise ordered, Judge Blaue conducts all non-evidentiary hearings, and all evidentiary hearings of less than two hours, via Microsoft Teams as allowed by Rule 2.530, Fla. R.Gen. Prac. & Jud. Admin. All remote hearings are conducted in accordance with, and all attorneys, parties, witnesses, or other persons participating in or observing remote court proceedings shall comply with ***The Florida Bar Recommended Best Practices for Remote Court Proceedings***, a copy of which can be found on this Court’s website.¹¹
2. **Platform Used:** The court uses Microsoft Teams for remote appearances. *See also*, Notice of Hearing requirements **Section B.3** *supra*.
3. **Platform Meeting ID#:** Contact the judicial assistant via email to obtain the Teams invite.
4. **Requirements:**
 - 4.1 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.
 - 4.2 Any person appearing remotely must dress and behave professionally in the same manner as if physically present in the courtroom.
 - 4.3 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.
 - 4.4 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.
5. **Technology Needs:** Information regarding downloading the Microsoft Teams application and attending remote hearings via Teams may be found on the Court’s website at the following link: <https://help.flcourts.gov/Get->

¹¹ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #04.

Section D – Remote Appearance

[Started/Helpful-Videos/Videos-for-How-to-Use-Zoom-and-Teams-for-a-Virtual-Court-Hearing .](#)

D. Submission of Orders and Judgments

1. Format:

- 1.1. **Proposed Orders When the Court Makes a Ruling:** All orders must describe, in the caption, the subject and ruling of the court, e.g., "Order Granting Plaintiff's Motion for Partial Summary Judgment on Liability." The introductory paragraph of the Order must include the date of the hearing and the title, date filed, and Clerk's docket number of the subject Motion.. A sample proposed Order After Hearing is attached as **Exhibit "F."**
- 1.2. **Proposed Orders Without a Hearing:** All "Consent" or "Agreed" Orders shall include the word "Consent," "Agreed," or "Uncontested" in the title of the proposed Order, and must include in the title the subject and ruling of the Court, e.g., "Agreed Order Granting Plaintiff's Motion for Partial Summary Judgment on Liability." The introductory paragraph of the proposed Agreed Order must include the title, date filed, and Clerk's docket number of the subject Motion, and must state that the matter came before the Court upon the agreement of the parties. A sample proposed Agreed Order is attached as **Exhibit "G."**

1.3. **All Orders must contain the following statement:**

It is further ADJUDGED that within five days from the date of eservice of this Order, the Petitioner shall:

- Furnish a copy of this Order to each self-represented party by U.S. Mail, first class, postage paid; and
- File a certificate signed by Petitioner's counsel that delivery of this Order has been made as set forth herein.

2. Submission Method:

- 2.1. All proposed orders must be submitted to the court via the proposed order portion of the Florida Courts E-Filing Portal.
- 2.2. Proposed Orders submitted via the e-Portal require "DJMCA" codes on proposed Orders. The DJMCA codes identify where to place electronic signatures, dates, and related information.
 - 2.2.1. DDDD is the code used for the date the Order is signed by the Judge; JJJJ is the code for the Judge's signature. For the Certificate of

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Service, MMMM is the code for the mailing/service date; CCCC is the code for the service list, and AAAA is the code for the Judicial Assistant's signature.

- 2.2.2. The signature code (JJJJ and AAAA) must be on its own line. It can be left, center, or right justified. It cannot be "fully" justified. There can be no characters, spaces, or tabs before or after the signature code. The proposed order submission shall include the proposed order itself, which must be a Microsoft Word document, in the .docx format, with 1" margins, with no unnecessary formatting (i.e., do not include text boxes, macros, headers, footers, etc.); and a cover letter, which must be submitted in .pdf format.
- 2.3. The cover letter submitted with the proposed Order shall include a statement indicating:
 - 2.3.1. What the Order is for (i.e., the case, the motion heard [including the Clerk's document number], the date and time heard, the title of the Order, etc.); and
 - 2.3.2. That all opposing counsel/unrepresented parties have been provided with the same materials being provided to the Court; and
 - 2.3.3. Whether all parties have agreed to the language of the proposed Order.
3. **Notice to the Court: After the proposed Order and cover letter have been submitted through the e-Portal**, the submitting party **must** email to the Judicial Assistant at jennifer.johnston@flcourts18.org, a copy of the proposed Order (as a "Word" document), and the body of the email must provide the case number/style, **the e-Portal filing/****submission number of the proposed Order**, the date filed, the date of the hearing, and whether or not the opposing side has any objections to the proposed Order. Opposing counsel must be copied on the email to the JA.
4. **Deadline for Submissions:** If counsel is asked to prepare an order, the order should be drafted and circulated to opposing counsel within three (3) working days and must be submitted to the Court within seven (7) days of the hearing, with a copy to opposing counsel.
5. **Orders that are Not Agreed to:** If the parties are unable to agree on the form of the order that accurately reflects the Court's ruling, both sides shall present their respective proposed orders to the court for consideration within seven (7) days of the hearing, via email with copies to opposing counsel.

Section D – Submission of Orders and Judgments

- 5.1. The party objecting to the proposed order shall also present a “**redline**” version of the proposed order to the Court, in Microsoft Word format and using the “**Track Changes**” function, together with a transcript of the holding if a Court Reporter was requested by any party.
- 5.2. The purpose of providing the Court with a “redline” version of the proposed order in Microsoft Word format, using the “Track Changes” function, is to allow the Court to compare the versions of the competing proposed orders to consider and comprehend what has been changed, revised or added. Copies of any such “redline” version of the proposed order and hearing transcript shall be provided to opposing counsel/unrepresented party.
6. **Proposed Orders When the Court Takes a Matter Under Advisement:** The Court will strive to issue orders and rulings in a timely manner. Every effort will be made to rule the day of the hearing. If it is necessary to take an issue or matter under advisement, the Court will endeavor to self-impose a reasonable and prompt deadline by which it will issue its ruling. At the close of the hearing, the Court will give the movant(s) and nonmovant(s) specific instructions and deadlines for submitting proposed Orders to the Court via email. Competing Orders are not to be submitted through the e-Portal unless the parties are specifically directed to do so by the Court.

E. Courtesy Copies of Case Law and Other Documents

1. **When Required:** The Court does not require a courtesy copy of any document that has been e-filed and docketed by the Clerk of Court at least one week prior to the hearing date. Please be aware that it can sometimes take several days for filed documents to be docketed by the Clerk. A courtesy copy of any document filed less than one week prior to the hearing must be provided to the Court via email to the JA at jennifer.johnston@flcourts18.org, with a cover letter or email message identifying the hearing for which it is being furnished. All opposing counsel/unrepresented parties must be copied on the email, or mailed to an unrepresented party who has not provided an email address.
2. **Hearing Notebooks, Legal Memorandums and Citations:** Any hearing notebooks, legal memorandums or briefs must be provided to the Court in electronic **.pdf** format.
 - 2.1. The Court will attempt to review the motion(s) and the memorandums, and read the cases cited therein, prior to the hearing so that an immediate ruling may be rendered. **Highlighting pertinent sections of case law and bookmarking sections of Motions and exhibits in the pdf file provided to the Court, is encouraged and appreciated.**

Section E – Courtesy Copies of Case Law and Other Documents

Brevity is also appreciated. *Counsel are encouraged to limit citations to no more than two authorities per legal issue or proposition.*

3. **Submission Method:** Must be submitted to the court via email to jennifer.johnston@flcourts18.org, with a cover letter. Please be sure to provide all opposing counsel with the same cover letter and item(s) by copying them on the email to the Court.
4. **Deadline for Submissions:** Hearing notebooks, legal memoranda or briefs provided to the Court less than three (3) business days prior to the scheduled hearing or for the first time during the hearing may not (in the Court's discretion) be considered.

F. Emergency and Other Urgent Matters

1. **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.
2. **Notice to the Court:** Upon filing an Emergency Motion, the movant must email a copy of the filed Motion to JA at jennifer.johnston@flcourts18.org. The Court will decide whether the reasons set forth in a motion for emergency hearing and/or the allegations contained in the motion constitute an actual emergency. If the Court determines that the motion does allege an actual emergency, it will take whatever action is deemed appropriate, including entry of an *ex parte* order if permissible by law, or setting the matter for hearing.
3. **Scheduling:** If the court determines that an emergency exists, a hearing may be scheduled unilaterally by the court. All parties shall make themselves available for the emergency hearing, barring exigent circumstances. Alternatively, the court may ask the parties to coordinate and schedule a hearing through JACS, in accordance with the procedures outlined in **Section B.2** above.

G. Exhibits for Evidentiary Proceedings

1. **Submission Method:**
 - 1.1. **Remote Proceedings:** Paper exhibits, pre-marked for identification in the format described below, **together with an exhibit log** must be delivered to chambers, and an electronic copy of the exhibits must be emailed to all counsel or parties, and to the JA at jennifer.johnston@flcourts18.org, at least 3 business days in advance of the hearing or trial.

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- 1.2. **In-Person Proceedings:** On the day of the hearing or trial, please bring sufficient copies of the pre-marked exhibits for the Judge, the Clerk, and opposing counsel, **together with an exhibit log**.
2. **Format:** The court clerks label the evidence with the proper evidence stickers during the trial. Attorneys must pre-mark the evidence for identification purposes and provide the clerk with an exhibit log notating the description of the evidence along with the referenced identification. Identifications should be marked as letters, starting with A, B, C, D, ... etc. Should the exhibits exceed Z, they will need to be marked as AA, AB, AC, AD, ... etc. The mark may be placed anywhere on the exhibit, as long as it is easily visible. Exhibits may be in folders, binders, boxes, or whatever makes them easy to locate and organize.
3. **Deadline for Submissions:** Exhibits for remote evidentiary proceedings must be received in chambers three business days before the evidentiary proceeding..

H. Pretrial Procedures and Conferences

1. **Case Management Conference:** Any party may schedule or request a case management conference (CMC) when a case requires. The court strongly encourages the early use of CMC 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.
2. **Status Conference:** Any party may request a status conference when a case requires.
3. **Requirements:** Any request for a CMC or status conference must articulate the reasons for the necessity of the conference. A Notice of Case Management Conference filed by a party must conform to the requirements of Rule 1.200(j) of the *Florida Rules of Civil Procedure*.
4. **Scheduling:** A CMC may be scheduled through the JACS platform as you would any other hearing [see **Section B** above]. If suitable hearing time cannot be found in JACS, send an email request to jennifer.johnston@flcourts18.org listing the matters to be addressed at the CMC and the amount of hearing time requested, so that the court can assist with scheduling.

I. Setting Case for Trial

1. **Administrative Order No. 25-08 (effective February 1, 2025):** Counsel are expected to comply with Administrative Order No. 25-08, concerning Civil Case Management. For all applicable Circuit Civil cases filed in this Circuit after February 1, 2025, the Plaintiff must make an initial designation of Case Management Track on the Civil Case Management Track Designation Form, (attached to AO 25-08 as “Exhibit. A”).

The Plaintiff is required to file the Civil Case Management Track Designation Form at the time of the initial filing of the action along with the Complaint, Summons and Civil Cover Sheet. Unless the Plaintiff files a completed Civil Case Management Track Designation Form at the time of the initial filing of the action, **the Clerk will reject the initial filing** which will be placed in the correction queue for a period of thirty (30) days. If the Plaintiff files the completed Civil Case Management Track Designation Form within the thirty (30) day period, the Clerk will accept the filing, and the action will commence as of the date of the initial filing. **If the Plaintiff fails to correct this within the time allotted, the action will not commence, and the Plaintiff will have to refile the action.**

Upon the commencement of the action and based on the specified track indicated in the Civil Case Management Track Designation Form, the Court will issue the uniform Case Management Order for the **Streamlined Track** (attached to AO 25-08 as “Exhibit. B”) or **General Track** (attached to AO 25-08 as “Exhibit. C”). Cases designated as Complex on the Civil Case Management Track Designation Form will be issued a **General Case Management Order** which will control the case until a proper motion to designate the case as Complex (Rule 1.201) is filed and heard.

The current Civil Case Management Track Designation Form and the Uniform **Streamlined Case Management Order** and **General Case Management Order** can be found on the Court’s website at <https://flcourts18.org/case-management/>.

2. **Actual Trial Period and Pre-Trial Compliance Orders:** A Trial Order will be issued 120 days prior to the Projected Trial Period specified in the Case Management Order. The Trial Order will set the Actual Trial Period, the Pre-Trial Conference date, and Direct Pre-Trial Compliance to be completed prior to the Pre-Trial Conference (see also, forms for the Pre-Trial Conference Checklist and Pre-Trial Conference Order, attached to the Trial Order as exhibits A & B)¹². Failure of the pleadings to be closed will not preclude the court from setting a case on an Actual Trial Period.

¹² Also available on Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Documents #22,23.

3. **Amendment of Case Management Order.** Deadlines in the Case Management Order must be strictly enforced unless changed by court order.
 - Prior to issuance of an Actual Trial Period. Parties may submit an agreed order to extend a deadline if the extension does not affect the ability to comply with the remaining deadlines or the Projected Trial Period in the Case Management Order. If an extension affects a subsequent deadline or the Projected Trial Period, the Parties may seek amendment of the Case Management Order pursuant to Fla.R.Civ.P. 1.200(e)(3).
 - After an Actual Trial Period has been set by the Court; if an extension will affect a subsequent deadline (but not the Actual Trial Period) the Parties may seek amendment of the Case Management Order pursuant to Fla.R.Civ.P. 1.200(e)(3)
 - If an extension will affect the Actual Trial Period, the Parties must seek a continuance of the Actual Trial Period pursuant to Fla.R.Civ.P. 1.460.
4. **Continuances of Projected and Actual Trial Date:** Continuances are disfavored and will be granted only upon good cause shown. If the case has not yet been set for trial, a Motion to Continue must comply with the requirements of Rule 1.200(e)(3) of the Florida Rules of Civil Procedure. If an Order Setting Trial has been entered in the case, a Motion to Continue must comply with Rule 1.460. 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).
5. **Rule 1.440 Setting Action for Trial:** If a party seeks a trial before the projected or actual trial date, any party may file a Motion to set the matter for trial, and must serve a copy of the motion on the presiding judge.
6. **Trial Dates During the Trial Period:** The court does not set date-certain trials. After the pre-trial conference, the court will issue its Order of Trials. The numerical order of cases will be followed as closely as possible, but in order to maximize the use of the trial days, the court may call cases up for trial out of sequence. Attorneys, self-represented litigants, parties, and witnesses are expected to be ready for trial within four (4) hours after disposition of the immediately preceding case.
7. The parties must comply with the “**Trial Conduct and Courtroom Decorum Policy**” that can be found on the Court’s website.¹³

¹³ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #05.

J. Forms

1. The Above Referenced Forms Attached Hereto:

- **Exhibit A** – Conferral Certificate of Compliance
- **Exhibit B** – Notice of Hearing for Remote and In-Person Hearings
- **Exhibit C** – Notice of Request For Court to Consider Motion Based on Written Submissions
- **Exhibit D** – Movant’s Cover Letter that Submission Based on Written Submission is Ripe for Decision
- **Exhibit E** – Movant’s proposed Order on Motion Based on Written Submissions
- **Exhibit F** – Example Order to Be Submitted Following Hearing
- **Exhibit G** – Example Agreed Order Without Hearing

K. Other Division Procedures and Standing Orders

1. **Standing Order Regarding the Use and Requirements for these Policies and Procedures for Division D:** See *Division D Standing Order on Regarding These Policies and Procedures* on the Court’s website.¹⁴
2. **Standing Order on Discovery:** See *Division D Standing Order on Discovery Matters* on the Court’s website.¹⁵
3. **Priviledged Logs and Procedures for In Camera Review:** See *Division D Guidelines Regarding Privilege Logs and Procedures for In Camera Review* on the Court’s website.¹⁶
4. **Standing Order on Compulsory Medical Examination (CME):** See *Division D Guidelines Regarding Compulsory Medical Examinations* on the Court’s website.¹⁷
5. **Form Order on Compulsory Medical Examination (CME):** See *Division D Standing Order Regarding Compulsory Medical Examinations* on the Court’s website.¹⁸
6. **Standing Order on Disclosure of Protected Health Information (HIPAA):** See *Division D Standing Order on Disclosure of Protected Health Information* on the Court’s website.¹⁹
7. **Form Order on Disclosure of Protected Health Information (HIPAA):** See *Division D Standing Order on Disclosure of Protected Health Information* on the Court’s website.²⁰

¹⁴ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #02

¹⁵ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #07

¹⁶ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #08.

¹⁷ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #09.

¹⁸ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #09.1, Order on 1.360 Exam (w/o “Ex A” stamp)

¹⁹ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #10.

²⁰ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #10.1, Order on HIPAA info (w/o “Ex A” stamp)

Section K – Other Division Procedures

8. **Standing Order on Electronically Stored Information (ESI):** See *Division D Standing Order on Electronically Stored Information Discovery* on the Court’s website.²¹
9. **Form Stipulation on Electronically Stored Information (ESI):** See *Division D Standing Order on Electronically Stored Information Discovery* on the Court’s website.²²
10. **Agreed Case Management Order (CMO) Regarding Evidentiary Hearings:** See *Division D Agreed Case Management Order for Evidentiary Hearings* on the Court’s website.²³
11. **Procedures for Scheduling F.S. 90.702 (“DAUBERT”) Type Hearings:** See *Division D Standing Order on Electronically Stored Information Discovery* on the Court’s website.²⁴
12. **Procedures for Pleading, Scheduling and Hearing Summary Judgment Motions (MSJ):** See *Division D Procedures for Pleading, Scheduling, and Hearing Non-Default Summary Judgment Motions* on the Court’s website.²⁵
13. **Procedures for Settlement and Dismissal of Cases:** See *Division D Procedures for Settlement and Dismissal of Cases* on the Court’s website.²⁶
14. **Agreed Case Management Order re: Settlement:** See *Division D Agreed Case Management Order for Settlement and Dismissal of Cases* on the Court’s website.²⁷
15. **Approval of Settlement for Minors:** See *Division D Guidelines Regarding Approval of Minor’s Settlement* on the Court’s website.²⁸
16. **Standing Order on Post Accident Surveillance Video:** See *Division D Standing Order on Post-Accident Surveillance Video* on the Court’s website.²⁹
17. **Motions In Limine (MIL):** See *Division D Standing Order on Motions in Limine* on the Court’s website.³⁰
18. **Withdrawal/Substitution of Counsel:** See *Standing Order on Motions for Withdrawal or Substitution of Counsel* on the Court’s website.³¹
19. **Attorney’s Fees and Costs:** If entitlement has not been found, a hearing on entitlement must be set first. If entitlement has previously been found or if entitlement is not being contested, counsel seeking attorney’s fees and costs shall prepare the Order finding entitlement incorporating by reference *Division D’s Procedures on Motion to Tax Costs and Award Attorney’s Fees* found on the Court’s website.³² The parties shall comply with said

²¹ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #11.

²² See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #11.1, Stipulation on ESI (w/o “Ex. A” stamp)

²³ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #12

²⁴ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #13.

²⁵ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #14.

²⁶ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #15.

²⁷ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #15.1.

²⁸ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #16.

²⁹ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #17.

³⁰ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #18.

³¹ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #19.

³² See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #20.

Section K – Other Division Procedures

procedures prior to the Court holding an evidentiary hearing on reasonableness.

20. **Closing Arguments:** *See Standing Order Regarding Closing Arguments* on the Court's website.³³
21. **Pre-Trial Checklist for Pre-Trial Conference:** on the Court's website.³⁴
22. **Pre-Trial Conference Order for Pre-Trial Conference:** on the Court's website.³⁵

³³See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #21.

³⁴ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #22.

³⁵ See Division D website at <https://flcourts18.org/judge-blaues-policies-page/>, Policy Document #23.

“Exhibit A”

A. First Option

CERTIFICATE OF
COMPLIANCE

I HEREBY CERTIFY that the undersigned, or (name of lawyer) _____, a lawyer in my firm with full authority to resolve this matter had a substantive conversation in person or by telephone with opposing counsel, (name of lawyer) _____, on (date) _____, in a good faith effort to resolve this motion before the motion was noticed for hearing, but the parties were unable to reach an agreement.

/S/ _____

Counsel for the party who
noticed the matter for
hearing.

B. Second Option

CERTIFICATE OF
COMPLIANCE

I HEREBY CERTIFY that the undersigned, or (name of lawyer) _____ a lawyer in my firm with full authority to resolve this matter attempted in good faith to contact opposing counsel in person or by telephone on:

1. (Date) at _____ (Time) ;
2. (Date) at _____ (Time) ; and
3. (Date) at _____ (Time) ;

to discuss resolution of this motion without a hearing, and the lawyer in my firm was unable to speak with opposing counsel.

/S/ _____

Counsel for the party who
noticed the matter for
hearing.

C. Third Option

CERTIFICATE OF
COMPLIANCE

I HEREBY CERTIFY that conferral on this Motion is not required under R. Civ. P. 1.202.

/S/ _____

Counsel for the party who
noticed the matter for
hearing.

“Exhibit B”

A. *Remote Hearing:*

IN THE CIRCUIT COURT OF THE
EIGHTEENTH JUDICIAL CIRCUIT, IN
AND FOR BREVARD COUNTY, FLORIDA

_____, Case No.: 05-20_-CA-_____

Plaintiff,

v.

_____,

Defendant.

/

NOTICE OF HEARING

(____ hrs/mins reserved)

PLEASE TAKE NOTICE that on [date], at [time], the undersigned will call up for hearing
the following Motion:

[Title of Motion], filed on [date], [Doc. #]

before the Honorable Scott Blaue, a Judge of this Court, via Microsoft Teams.

The Judge requires VIDEO appearance and court attire. The Court will send out the Teams
invite. All interested parties who have not received the Teams invite must email the JA at
jennifer.johnston@flcourts18.org to provide their email addresses and request the Teams invite for
the hearing.

[GOOD FAITH CONFERRAL CERTIFICATION]

[Certificate of Service]

[Attorney Signature Block]

“Exhibit B”

B. *In-Person Hearing:*

IN THE CIRCUIT COURT OF THE
EIGHTEENTH JUDICIAL CIRCUIT, IN
AND FOR BREVARD COUNTY, FLORIDA

_____, Case No.: 05-20_-CA-_____

Plaintiff,

v.

_____,

Defendant.

/

NOTICE OF HEARING

(____ hrs/mins reserved)

PLEASE TAKE NOTICE that on [date], at [time], the undersigned will call up for hearing
the following Motion:

[Title of Motion], filed on [date], [Doc. #]

before the Honorable Scott Blaue, a Judge of this Court, at the Moore Justice Center, 2825 Judge
Fran Jamieson Way, Viera, FL 32940.

[GOOD FAITH CONFERRAL CERTIFICATION]

[Certificate of Service]

[Attorney Signature Block]

Exhibit “C”

IN THE CIRCUIT COURT OF THE
EIGHTEENTH JUDICIAL CIRCUIT IN AND
FOR BREVARD COUNTY, FLORIDA

Plaintiff(s),

Case No._____

v.

Defendant(s).

/

NOTICE OF REQUEST FOR COURT TO CONSIDER MOTION BASED ON WRITTEN
SUBMISSIONS WITHOUT HEARING

The undersigned submits this Notice requesting that the Court consider
[Plaintiff's/Defendant's] _____ non-evidentiary Motion, entitled
_____, and filed on _____ [date]
[Doc. #____], in the above-styled case, based only on the written
submissions and without hearing.

The opposing party shall have fifteen (15) days after being served to file their argument
and legal memorandum with citations of authority in opposition to the relief requested,
including an election to request hearing.

On [date 16 days after serving this notice], the Court may rule on the Motion at any
time thereafter without further notice or hearing.

CERTIFICATE OF SERVICE

I certify that a copy hereof has been furnished to

[insert name(s) and address(es) used for service] by [e-mail] [delivery] [mail] [fax] on
[date].

DATED: _____

(Requestor or Attorney Signature)

Name:

Address:

Direct telephone number:

E-mail address:

Florida Bar No.:

Exhibit “D”

Honorable Judge
[ADDRESS]
[CITY], FL [ZIP]

[DATE]

RE: [CASE] and [Case Number]

Your Honor:

On [date], the undersigned filed with the Clerk of the Circuit Court and sent to opposing [party/counsel] a copy of [Plaintiff's/ Defendant's] non-evidentiary motion, entitled [name of motion] [Doc. # ____] in the above-referenced matter, along with [additional materials sent to opposing party/counsel].

[Opposing [party/counsel] filed the attached response to the non-evidentiary motion, and did/did not request a hearing within 15 days of service of the Notice of Request for Court to Consider Ruling Based on Written Submissions Without Hearing.]

[OR]

[Opposing [party/counsel] has not filed a response to the non-evidentiary motion.]

The Motion was filed in good faith and served on opposing [party/counsel]. The [Plaintiff/Defendant] alleges that they have made an effort to resolve the issues.

Pursuant to the Court's procedures, the Court may rule on a non- evidentiary Motion at any time without further notice or hearing as of [date the motion is ripe for decision].

Today's date is [date at least 16 days after date of filing and service on opposing party/counsel]. The Plaintiff/Defendant requests that this Court rule on the above-referenced non- evidentiary motion based on the written submissions.

The undersigned has enclosed a Proposed Order on [Plaintiff's/ Defendant's] non-evidentiary motion.

Sincerely,

DATED: _____

Copies Furnished to:
(all parties)

(Party/Attorney Signature)

Party/Attorney Name

Address

Direct Telephone

Number E-mail address

Florida Bar No., if applicable

“Exhibit “E”

IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT
IN AND FOR BREVARD COUNTY, FLORIDA

Plaintiff(s),

Case No. _____

v.

Defendant(s). _____ /

ORDER ON [TITLE OF MOTION]

THIS CAUSE came before the Court upon [Plaintiff's/Defendant's] non-evidentiary Motion, entitled [Title of Motion], and filed on [Date] [Doc. #], in the above- styled case. Having reviewed the record, the applicable law, and being fully advised in the premises, the Court considered the written submissions relating to this document without hearing, including [check all applicable]:

Moving Party's [Plaintiff's/Defendant's] non-evidentiary Motion
 Opposing Party/Counsel's Response
 Opposing Party/Counsel Request for Hearing
 Other: _____

After review, it is **ORDERED AND ADJUDGED** that the Motion is:

Granted
 Denied
 To Be Set for Hearing

Comments:

It is further ADJUDGED that within five days from the date of eservice of this Order, the [Plaintiff/Defendant] shall:

Furnish a copy of this Order to each self-represented party by U.S. Mail, first class, postage paid; and

File a certificate signed by [Plaintiff's/Defendant's] counsel that delivery of this Order has been made as set forth herein.

DONE AND ORDERED in Chambers, at Viera, Brevard County, Florida, this DDDD.

JJJJ

I HEREBY CERTIFY that a true copy of the foregoing was served via U.S. mail first class, postage prepaid, or via the e-Filing Portal on MMMM to the following:
CCCC

AAAA

Section J – Forms

“Exhibit F”

IN THE CIRCUIT COURT OF THE
EIGHTEENTH JUDICIAL CIRCUIT, IN
AND FOR BREVARD COUNTY, FLORIDA

_____,

Case No.: 05-20 __-CA- _____

Plaintiff,

v.

_____,

Defendant.

/

ORDER [GRANTING/DENYING] [TITLE OF MOTION]

THIS CAUSE having come before the Court on [date of hearing], for hearing of [Plaintiff's/Defendant's] [Title of Motion] filed on [date] [Doc. # __], the Court having reviewed the file and heard argument of counsel and being otherwise fully advised in the premises, the Court finds as follows:

[Text of Findings]

WHEREFORE, it is hereby ORDERED and ADJUDGED:

[Text of Ruling]

It is further ADJUDGED that within five days from the date of eservice of this Order, the [Plaintiff/Defendant] shall:

Furnish a copy of this Order to each self-represented party by U.S. Mail, first class, postage paid; and

File a certificate signed by [Plaintiff's/Defendant's] counsel that delivery of this Order has been made as set forth herein.

DONE AND ORDERED at Viera, Brevard County, Florida, this DDDD.

JJJJ

I HEREBY CERTIFY that a true copy of the foregoing was served by U.S. mail or via filing with the Florida Courts e-Filing Portal on MMMM to the following:
CCCC

AAAA

Exhibit “G”

IN THE CIRCUIT COURT OF THE
EIGHTEENTH JUDICIAL CIRCUIT, IN AND
FOR BREVARD COUNTY, FLORIDA

_____,

CASE NO.: 05-20_-CA-_____

Plaintiff,

v.

_____,

Defendants.

/

AGREED ORDER ON [TITLE OF MOTION]

THIS CAUSE having come before the Court by agreement of the parties upon the [Plaintiff's/Defendant's] [Title of Motion] filed on [date] [Doc. #____], the Court having reviewed the file and being otherwise duly advised in the premises, it is hereby ORDERED AND ADJUDGED as follows:

[Text of Order]

It is further ADJUDGED that within five days from the date of eservice of this Order, [Plaintiff/Defendant] shall:

Furnish a copy of this Order to each self-represented party by U.S. Mail, first class, postage paid; and

File a certificate signed by [Plaintiff's/Defendant's] counsel that delivery of this Order has been made as set forth herein.

DONE AND ORDERED at Viera, Brevard County, Florida, this DDDD.

JJJJ

I HEREBY CERTIFY that a true copy of the foregoing was served by U.S. mail or via filing with the Florida Courts e-Filing Portal on MMMM to the following:

CCCC

AAAA