

UNIFORM PROCEDURES FOR BREVARD COUNTY FAMILY DIVISION
Updated as of 7/1/2024

The following uniform procedures have been adopted by the Circuit Judges in the Brevard County Family Division with the goal of facilitating access to the court and to provide procedural fairness to all parties, to save time and expense through active case management, setting timetables, and the use of alternatives to litigation. These uniform procedures do NOT apply to the General Magistrates.

All counsel shall be familiar with and are expected to abide by the Rules Regulating the Florida Bar and the Guidelines for Professional Conduct. Moreover, all parties shall be familiar with and follow all Administrative Orders of the Florida Supreme Court and the 18th Judicial Circuit. This Court is held to the additional standards set forth in Code of Judicial Conduct and the Principles of Professionalism for Judges.

Judicial Assistants: Email is the most effective way to communicate with the Court. Please note that it is never appropriate to include legal argument or substantive discussion regarding facts of any case in emails to a Judicial Assistant.

Chris Trammell (**Judge Dookhoo**) at chris.trammell@flcourts18.org
Debbie Lansing (**Judge Robert Segal**) at debbie.lansing@flcourts18.org
Linda Pauken (**Judge Studstill**) at linda.pauken@flcourts18.org
Barbara Opperman (**Judge Taylor**) at barbara.opperman@flcourts18.org

Virtual Courtrooms: All Circuit Judges in the Brevard County Family Division have established a Virtual Courtroom. Each Judge’s remote video hearings are held via Microsoft Teams. The virtual courtroom is accessible via the link or QR code below, or by typing the link below into Microsoft Edge or Google Chrome web browser.

The links to each Virtual Courtroom are listed below.

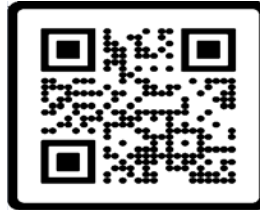
Judge Jigisa Dookhoo

<https://fl18.org/judgedookhoo>



Judge Robert Segal:

<http://fl18.org/judgesegal>



Judge Michelle Studstill:

<https://fl18.org/judgestudstill>



Judge Jennifer Taylor:

<https://fl18.org/judgetaylor>



NOTE: Teams works best if you download the free application. The dedicated link listed above leads you to a “waiting room” where you are to remain until the Court “lets you in” to the hearing. Any public hearings that would normally be conducted in the Courtroom are still public hearings when conducted virtually.

At the designated time that your case is noticed for hearing, you will enter the virtual lobby by clicking the link or scanning the code. Please understand that multiple hearings may be set for

the same time. You will be called to enter the virtual courtroom once the Judge is ready for your hearing. For additional information or assistance, please email the judicial assistant.

SETTING HEARINGS

The following matters do not require a hearing, and proposed orders may be submitted via the e-portal:

1. **Stipulated orders and agreed upon motions.**
2. **Uncontested Motions to Withdraw and Motions for Substitution of Counsel.** All motions must have the client's signature and specific reason(s) for the withdrawal/substitution and meet all requirements of Florida Rules of General Practice and Judicial Administration Rule 2.505(f)(1). If counsel obtains a signed consent from their client, the proposed order may be submitted by email or through the E-Portal. Counsel shall ensure that the Court is provided with a copy of the previously filed consent included in the cover letter when submitting a proposed order. Proposed orders submitted without a copy of the consent will be rejected. All other Motions to Withdraw must be set for a hearing, with notice given to the client via US Mail, unless the client has previously filed a Designation of Email Address form with the clerk.
 - a. **PLEASE NOTE:** If a party will now be *pro se* after the withdrawal is granted, the following information **MUST** be included in the signed consent AND proposed order:
 - a. The party's current mailing address
 - b. The party's current email address

- c. The party's current phone number
 - d. Information concerning the next court date, if any.
3. **Uncontested Dissolutions of Marriage (UDOM).** When submitting a proposed Final Judgment, parties **must complete the attached checklist, Attachment 1.** If a party is seeking the restoration of a prior legal name, that party must appear before the Court, remotely, to present testimony in support thereof. Alternatively, a party seeking the restoration of a prior legal name may submit an affidavit setting forth the matters described in §68.07(3)(k) in lieu of appearing before the Court. If the proposed Final Judgment of Dissolution of Marriage is submitted via the e-portal, the Cover Letter SHALL contain the following:
- a. A copy of the Driver's License
 - b. Completed UDOM checklist
 - c. If seeking to use the name change affidavit alternative, the name change affidavit.
4. **Uncontested Modifications of Final Judgments.** Parties must comply with the requirements set forth above pertaining to uncontested dissolutions (as appropriate).
5. **Qualified Domestic Relations Orders (QDRO)** If the proposed order is signed by all parties and counsel, the Court will sign QDRO's without the necessity of a hearing. Correspondence must include a statement that all parties agree to the entry of the order.
6. **Income Withholding Order.** Any withholding order submitted to the court shall include a copy of the underlying support order.

NON-EVIDENTIARY HEARINGS: These proceedings will be conducted Remotely using Microsoft Teams. The Court will receive no evidence at the hearing, only argument. The non-evidentiary hearing shall be set for one (1) hour or less. To obtain a hearing, please follow the instructions for JACS (see Attachment 2). After obtaining hearing time on JACS, the parties must email the Judicial Assistant a Notice of Hearing that includes the following: **WRITTEN CERTIFICATION THAT THE MOVING PARTY HAS CONFERRED WITH THE OPPOSING PARTY AND HAS MADE A GOOD FAITH EFFORT TO REACH A SETTLEMENT OF THE ISSUE(S) RAISED IN THE MOTION. IF THE OPPOSING PARTY REFUSES TO COMMUNICATE, SUCH SHALL BE STATED IN THE NOTICE OF HEARING.**

EVIDENTIARY HEARINGS: Beginning October 1, 2023, evidentiary proceedings that are two (2) hours or more will be conducted IN PERSON unless prior arrangements have been made with the Court. Parties seeking remote proceedings must request same through the filing a written motion pursuant to Fla. R. Jud. Admin. 2.530, with a courtesy copy to the judicial assistant, within ten (10) days after service of the motion to ensure the availability of counsel, parties, witnesses and exhibits. Evidentiary proceedings that are less than (two) hours will be conducted remotely UNLESS prior permission has been provided with the Court, or the Court otherwise sets as an in person hearing. Parties seeking IN PERSON proceedings for hearings less than 2 hours must request same through filing a written motion pursuant to Fla. R. Jud. Admin. 2.530, with a courtesy copy to the judicial assistant, within ten (10) days after service of the motion to ensure the availability of a courtroom and court deputy. Absent pre-approval from the Court, remote proceedings shall be exclusively remote and in-person proceedings are exclusively in-person (except that non-party witnesses may testify via Microsoft Teams).

SETTING EVIDENTIARY HEARINGS: To obtain hearing time of **less than two hours**,

please follow the instructions for JACS (see Attachment 2). To obtain hearing time of **two hours**

or more, email the following to the judicial assistant:

- a. A copy of the motion.
- b. The total amount of time requested by all parties. The parties **MUST** coordinate with opposing counsel to determine the total amount of time needed **PRIOR** to the initial email to the judicial assistant.
- c. **WRITTEN CERTIFICATION THAT THE MOVING PARTY HAS CONFERRED WITH THE OPPOSING PARTY AND HAS MADE A GOOD FAITH EFFORT TO REACH A SETTLEMENT OF THE ISSUE(S) RAISED IN THE MOTION. IF THE OPPOSING PARTY REFUSES TO COMMUNICATE, SUCH SHALL BE STATED IN THE EMAIL TO THE JUDICIAL ASSISTANT.**

For evidentiary hearings **two hours or more in length**, the Court will provide available dates and times for the hearing. The moving party will confer with the opposing party, on a separate email thread that **DOES NOT** include the judicial assistant, to agree on a date and time for the hearing.

If the parties are unable to agree on a date and time, the moving party shall so notify the Court and may request additional dates.

NOTICES OF HEARING FOR ALL HEARINGS: The moving party will file a Notice of Hearing and email same contemporaneously to the judicial assistant. **THE NOTICE OF HEARING MUST CONTAIN A CERTIFICATION THAT PARTIES HAVE CONFERRED IN GOOD FAITH TO RESOLVE THE ISSUE(S) RAISED IN THE MOTION (FAILURE TO INCLUDE THIS CERTIFICATION MAY RESULT IN THE MATTER BEING CANCELLED BY THE COURT).** The notice must include the complete title of the motion to be heard, the date of filing and the docket number. The notice shall indicate

if the proceeding is being conducted remotely or in-person. If the proceeding is being conducted remotely, the notice shall include the specific Virtual Courtroom website link for the Judge whom the hearing is being held. All parties and counsel shall ensure that the Clerk of Court has that party's/counsel's current email address.

TEMPORARY RELIEF HEARINGS: Except in the event of an emergency (imminent risk of harm to a child; imminent risk of improper removal of a child from the jurisdiction of the Court), all parties seeking temporary relief must FIRST complete mediation OR mutually consent to the referral of the request for temporary relief to the General Magistrate. If the parties cannot reach a resolution following the completion of mediation, any hearing seeking temporary relief shall be set as an evidentiary hearing. **Parties shall NOT request a hearing from the Judicial Assistant nor set a Temporary Relief Hearing on JACS until the mediation has been set, the notice of mediation is filed, and the notice is viewable in the electronic court file. The date of the Temporary Relief Hearing will be set for a date after the completed mediation. If the mediation does not occur or is set to occur after the date of the Temporary Relief Hearing, then the Temporary Relief Hearing will be cancelled.**

MOTIONS FOR DEFAULT: All Motions for Default will be referred to the General Magistrate. In the event that a default is not granted, or an objection to the General Magistrate is filed, the case shall subsequently be set for the next available Case Management Conference and then for trial.

FINAL HEARINGS FOR DISSOLUTION OF MARRIAGE: When parties set a final hearing through JACS or with the judicial assistant, the party filing the Notice of Hearing must also include a completed UDOM checklist, or the final hearing may be cancelled by the Court.

EXHIBITS: The parties must exchange exhibits AND confer about the admissibility of each exhibit at least three (3) business days before the hearing. This is required for both in person and remote proceedings. The parties are encouraged to reach an agreement as to the admissibility of all evidence. Exhibits shall be delivered to the Court at least two (2) business days before the scheduled commencement date of a remote proceeding. The format for all exhibits, submitted to the Court and the opposing party, is set forth below.

FORMAT OF EXHIBITS: Each party shall provide the Court with **hard-copy, printed exhibits**. At the conclusion of the hearing, the copies presented to the Court will be delivered to the Clerk of the Court for scanning and admission into the court file. If an exhibit consists of a video or audio recording it shall be submitted to the Court on a compact disk (CD), digital video disk (DVD), or USB drive; all such media shall be placed in an envelope clearly marked with an exhibit label as described below. **The Court will no longer accept exhibits in digital or electronic format, or sent via e-mail.** A label shall appear in the lower right-hand corner (or as close thereto as is possible without interfering with the text or substance of the document); **The Clerk may not accept exhibits that do not have Standard Labels.** For example, printing or writing the exhibit number and information required below is NOT sufficient. It must be on a Petitioner or Respondent label (i.e. Exhibit **sticker**) with a black border.

a. Each label shall state:

- i. “Petitioner’s Exhibit *” or “Respondent’s Exhibit *” (where * is a letter of the alphabet)
- ii. The exhibits shall be labeled in **alphabetical** order beginning with the letter “A”.

1. If there are more than 26 exhibits (A – Z), please label the exhibits in the following pattern: Aa, Ab, Ac, Ad . . . Az, Ba, Bb, Bc Bz, Ca, Cb, Cc, Cd Cz.
 - iii. Each label shall state the case number and date of the hearing.
- b. All submissions shall include an index of the exhibits.
- c. All of the exhibits shall be Bates stamped for easier identification. The index shall identify the exhibit, with the corresponding exhibit letter and the Bates stamped number series for each such exhibit. (Example: Exhibit A – Petitioner’s Financial Affidavit – 1 – 13).
 - iv. An example of instructions to create Bates stamp numbers is included below:
 1. [Tips on how to use Bates Numbering in PDFs \(adobe.com\)](#)
 2. The provisions set forth above, concerning exhibits, shall apply to both in-person and remote proceedings. However, for in-person proceedings, exhibits need not be sent to the Court prior to the hearing.
 3. In lieu of witness testimony, the parties may stipulate to the facts to be considered by the Court by emailing a signed stipulation, with said facts set forth therein, to the Court.

CONDUCT OF ALL REMOTE PROCEEDINGS: All remote hearings will be conducted using Microsoft Teams. All participants are expected to download the app/program in advance of the hearing and become sufficiently proficient to permit the hearing to proceed. Each participant shall ensure that he or she has sufficient bandwidth to permit the hearing to proceed. Each participant shall ensure that he or she has the proper equipment to properly participate in the proceeding. Any individual that will be presenting testimony to the Court must be identifiable by a form of government-issued photographic ID and must have working video capabilities. Absent

a stipulation by the parties, the Court will not receive the testimony of a witness who is not visible to the Court.

1. It will be the responsibility of counsel and/or the parties to forward the link to the Virtual Courtroom to any witnesses or other interested persons.

2. Identification of witnesses and the administration of an oath shall be governed by the most current Administrative Order or applicable rule.

3. All counsel, parties and witnesses shall follow the Remote Hearing / Courtroom Decorum and Behavior Rules listed in Attachment 3.

CONDUCT OF TRIAL: Beginning May 1, 2022, all trials will be scheduled in-person, absent special circumstances which must be addressed in advance with the Court. If the parties stipulate to a remote trial, the Court will accept that stipulation. The parties shall be required to follow all directives for remote proceedings. All time frames for pretrial matters shall be as set forth in the Order Setting Trial. **If any deadlines listed in the Uniform Procedures conflict with the deadlines listed in the Order Setting Trial, the deadlines listed in the Order Setting Trial shall control.**

All non-party witnesses are permitted to attend remotely by Microsoft Teams. The party calling the remote witness is responsible for ensuring that the witness has the necessary technical support to attend and has all exhibits printed and available for identification and review. If a party intends to identify and/or authenticate a piece of evidence through a witness called by the opposing party, the party wishing to identify/authenticate the item shall bear the burden to ensure that the item is available to the witness.

PERTAINING TO TRIALS

CASE MANAGEMENT CONFERENCES. All Case Management Conferences will be held remotely using Microsoft TEAMS. Both counsel AND parties are required to be present, remotely, unless previously excused by the Court.

MEET AND CONFER REQUIREMENT. When both parties are represented by counsel, a mandatory meet and confer process is hereby established, as set forth below, for all trials set to be heard on May 1, 2022 and onward. The process described below shall finish at least ten (10) business days prior to the first day of the scheduled trial. Counsel with full authority to resolve the matter shall confer at least ten (10) business days prior to the first day of the scheduled trial to attempt to resolve or otherwise narrow the issues raised in pleading(s) and file a Certificate of Compliance (see below) that the conference has occurred. It shall be the responsibility of counsel for the party who filed the Notice of Trial to arrange the conference prior to Trial.

The term "confer" requires a substantive conversation in person or by telephone or video conference in a good faith effort to resolve the trial or narrow the issues prior to trial and does not envision an exchange of ultimatums by fax, e-mail, or letter. Counsel who merely attempt to confer have not conferred. Counsel must respond promptly to inquiries and communications from opposing counsel who notices the hearing and is attempting to schedule the conference.

If counsel of party who notices the trial is unable to reach opposing counsel to conduct the conference after three (3) good faith attempts, on separate dates, counsel of party who noticed the trial must identify in the Certificate of Compliance the dates and times of the efforts made to contact opposing counsel. Counsel shall include in the filed Certificate of Compliance certification that the meet and confer occurred (or did not occur and setting out the good faith attempts to schedule the conference) and identifying the date(s) of the conference, the names of the participating attorneys, and the specific results obtained, including any narrowing of the issues or

other resolution because of the conference. Failure to comply with the “meet and confer” requirement may result in the Court cancelling the scheduled trial.

The following are templates to be included with your Certificate of Compliance filed at least ten (10) business days prior to the first day of the scheduled trial:

First Option (Meet and Confer Completed)

CERTIFICATE OF COMPLIANCE

I HEREBY CERTIFY that on [DATE OF MEET AND CONFER] a lawyer in my firm with full authority to resolve this matter had a substantive conversation in person, by telephone or by video conference with opposing counsel in a good faith effort to resolve the pending pleading(s) before the court or narrow the issues, but the parties were unable to reach an agreement.

/s/ _____

Counsel for the party who noticed the matter for trial.

Second Option (Meet and Confer Not Completed)

CERTIFICATE OF COMPLIANCE

I HEREBY CERTIFY that a lawyer in my firm with full authority to resolve this matter attempted in good faith to contact opposing counsel in person, by telephone or by email on:

1. *[DATE]* _____ *at [TIME]* _____;

2. *[DATE]* _____ *at [TIME]* _____;

3. *[DATE]* _____ *at [TIME]* _____.

to discuss resolution of this trial or narrowing of the issues, and the lawyer in my firm was unable to speak with opposing counsel.

/s/ _____

Counsel for the party who noticed the matter for trial.

PERTAINING TO ALL MATTERS:

Proposed Orders. Once the Court has deliberated, the Court will direct one party to prepare an order (typically the moving party). All such proposed orders shall be submitted for review to the opposing party **before** being submitted to the Court.

1. If the parties agree to the language of an order, the order may be submitted to the Court by email or through the Eportal with a cover letter certifying that all parties agree to the entry of the order as proposed. **The Eportal may only be used for unopposed orders.** See Attachment 4 for instructions on how to properly format proposed orders for the Eportal.

2. If the parties cannot agree to the language of the order, each party may submit a proposed order in Microsoft Word format via email to the appropriate judicial assistant for the Court's consideration along with a certification that attempts were made to agree upon the language of the order.

3. **The Court will reject any order that is not accompanied by a cover letter certifying that the order is agreed or opposed.** Any cover letter stating that the opposing party is invited to agree or oppose the order, or which simply states the opposing party has been provided a copy of the order, will result in the summary rejection of the proposed order. If a party has made reasonable efforts to obtain the agreement or opposition of the opposing party but received no response, then the cover letter shall state the dates that such communication was attempted and that the opposing party has not replied.

MISCELLANEOUS PROCEDURES:

Requests for Continuance. In addition to complying with the applicable rules of procedure, including Florida Rules of General Practice and Judicial Administration Rule 2.545(e), a party seeking a continuance shall certify in writing that the party has conferred with opposing counsel/party concerning the request and that the opposing party/counsel agrees or objects. A request for continuance **must** be signed by the requesting party. Absent a showing of extraordinary good cause, failure to comply with this requirement shall be deemed adequate grounds to summarily deny the request.

Emergencies. The Court has become increasingly burdened with matters deemed “emergencies.” The Court reminds parties that emergencies are those situations where:

- a. **A child is threatened with imminent harm; or**
- b. **There is an imminent likelihood that a child will be improperly removed from the jurisdiction of the Court.**
- c. **Any other matter deemed exigent by the Court.**

The Court will not review any emergency motion unless it is signed and verified by the moving party. However, if there is good cause to excuse the moving party from signing and/or verifying the motion, then the Court will review the motion **ONLY IF** the title of the motion notes that it is not signed or verified **AND** the first paragraph of the motion sets forth good cause to relieve the moving party of the burden of having the motion signed and verified.

ATTACHMENTS

#1 – UDOM CHECKLIST

#2 – JACS INSTRUCTIONS

#3 – REMOTE HEARING / COURTROOM DECORUM AND BEHAVIOR

#4 – EPORTAL CODES

#5 – JOINT PERSONAL PROPERTY INVENTORY

#6 – JOINT EQUITABLE DISTRIBUTION WORKSHEET

ATTACHMENT #1 (include docket #s)

UNCONTESTED DISSOLUTION OF MARRIAGE

CHECKLIST

- _____ PROPOSED FINAL JUDGMENT
- _____ FINANCIAL AFFIDAVIT FOR PETITIONER
- _____ FINANCIAL AFFIDAVIT FOR RESPONDENT
- _____ { In lieu of Financial Affidavits, the Court will accept a Joint Verified
- _____ Waiver of Financial Affidavits that strictly conforms to Fla. Fam. L. R. P.
- _____ 12.285(c)(2)(A) }
- _____ SETTLEMENT AGREEMENT
- _____ ANSWER & WAIVER BY RESPONDENT
- _____ AFFIDAVIT OF CORROBORATING WITNESS RE:
RESIDENCY OR BRING A WITNESS OR DRIVER'S LICENSE ISSUED
MORE THAN 6 MONTHS PRIOR TO FILING
- _____ PARTY RESTORES TO PRIOR NAME
- _____ ATTESTATION CERTIFICATE FOR PETITIONER
- _____ ATTESTATION CERTIFICATE FOR RESPONDENT
- _____ NOTICE OF SOCIAL SECURITY FOR PETITIONER (per Fla. Stat. s.
61.052(7))
- _____ NOTICE OF SOCIAL SECURITY FOR RESPONDENT (per Fla. Stat. s.
61.052(7))
- _____ NOTICE OF RELATED CASES
- IF CHILDREN:**
- _____ COPE CLASS CERTIFICATE FOR PETITIONER
- _____ COPE CLASS CERTIFICATE FOR RESPONDENT
- _____ AFFIDAVIT OF UCCJEA/DEPENDENCY ACTION
- _____ CHILD SUPPORT GUIDELINE CALCULATIONS (per s. 61.13(1)(d)(1)
include the full name and date of birth of the child(ren))
- _____ AFFIDAVIT REGARDING JUVENILE DEPENDENCY
- _____ NOTICE OF SOCIAL SECURITY FOR CHILD(REN)
- _____ PARENTING PLAN

ATTACHMENT #2 – JACS INSTRUCTIONS

PROCEDURES FOR SCHEDULING HEARINGS ON JACS:

1. All motions must be e-filed and docketed prior to setting a hearing.
2. You must coordinate the date and time with opposing counsel, or opposing party, if pro se.
3. You can search for all available time slots at www.flcourts18.org. Click on “Resources,” then “Attorneys Resources” then “JACS Dockets and Calendars” and then “Available Hearing Time.” From that screen, you will then have to select the appropriate Family Division Judge. Leave the minimum duration slot blank and it will bring up ALL of the available hearing timeslots, so you can coordinate with opposing counsel.
4. After you have coordinated a date with opposing side, to schedule a hearing on JACS, go back to the home screen on www.flcourts18.org:
Click on “Resources”
 - Then click on “JACS Login”
 - Enter login information AND from drop down screen select the appropriate Family Division Judge and then click on log in.
 - On the next screen, select Schedule an In-Person Hearing (even if you will be requesting to appear remotely).
 - On the next screen you will select the type of motion from the drop-down screen that best fits the motion you are scheduling for hearing. For specific motions not listed, use “other motion.”
 - Leave the amount of time you are requesting at the lowest amount of time. This will pull up ALL of the available timeslots. If you need additional time for your hearing, you can reserve multiple consecutive times slots to amount to the time needed for your hearing. **You will need to reserve all timeslots you are requesting so they are not taken.**

If you do not reserve the timeslot on JACS and it is taken by someone else, you will need to reschedule the hearing on a different day.

- Do not select courtroom, leave that blank.
5. Please use the first available time slot in the morning or the first available time slot in the afternoon rather than leaving big blanks in the schedule.
 6. Please fill in ALL the information for the hearing in the time slot, including attorneys' information. This will insure both attorneys receive JACS confirmations.
 7. If there is a pro se party, type "pro" into the attorney slot and click "find." This will give you the number to use for pro se parties, or you can type in "99999" and it will find "pro se."
 8. In cases where there are multiple attorneys attending the hearing beyond the fields provided, please list those attorneys' names and who they represent in the "Notes" section.
 9. Please enter the attorney's name who is setting the hearing in the "Set By (Name)" box and your DIRECT PHONE NUMBER in the "Phone #" box. This information will be used if the Court needs to contact you regarding the hearing. (*i.e.*: "Set By: John Smith" "Phone #: 321-617-7260")
 10. After reserving your timeslot(s) on JACS, please immediately file your notice of hearing and email a copy of the motions being heard and the notice of hearing listing all motions and their Doc ID #(s) to the appropriate Family Division Judicial Assistant.
 11. **If the Judicial Assistant is not emailed immediately as described in paragraph 10, the hearing is subject to being cancelled by the Court.**

CANCELLING HEARINGS:

If you are cancelling a hearing, you MUST immediately cancel the hearing on JACS and then immediately file a Notice of Cancellation **and email the JA the Notice of Cancellation**. If you are cancelling a hearing within 5 days from the date of the hearing, please contact the JA because dockets will already be printed and worked up for the Judge.

HEARINGS MAY BE CANCELLED BY THE COURT IF INSTRUCTIONS ARE NOT FOLLOWED. IF YOU HAVE ANY QUESTIONS ABOUT SCHEDULING YOUR HEARING, PLEASE CONTACT THE APPROPRIATE FAMILY LAW DIVISION JUDICIAL ASSISTANT, PREFERABLY BY EMAIL.

ATTACHMENT #3

REMOTE HEARING/COURTROOM DECORUM AND BEHAVIOR

1. All parties and counsel shall exercise proper courtroom decorum while in the Court in person or by remote appearance.
2. All parties and counsel shall address all remarks to the Court, not opposing counsel or the opposing party.
3. Maintain composure and proper tone of voice throughout the proceedings. Attorneys should not raise their voice toward court, counsel, witnesses or jurors.
4. Avoid disparaging personal remarks or acrimony toward opposing counsel and remain wholly detached from any ill feeling between the litigants or witnesses.
5. Refer to all persons, including witnesses, other counsel and the parties by their surnames and not by their first or given names unless the permission of the Court is sought in advance.
6. Only one attorney for each party shall examine, or cross examine each witness. The attorney stating objections, if any, during direct examination, shall be the attorney recognized for cross examination.
7. In making objections, counsel should state only the legal grounds for the objection and shall withhold all further comment or argument unless elaboration is requested by the Court. If elaboration is requested, each party will have opportunity to provide argument. The party making the objection shall provide argument first, then the opposing party will have the opportunity to respond and the court will rule.
8. When referencing case law to court and counsel, attorneys are required to provide the full cite of the case for court and counsel.
9. All parties and counsel shall refrain from gestures, facial expressions, audible comments, or the like, as manifestations of approval or disapproval during the testimony of witnesses, or at any other time.

ATTACHMENT #4 – EPORTAL CODES

FILING REQUIREMENTS

1. All proposed orders should be filed with a cover letter. If the proposed order approves and adopts a stipulation, then the signed stipulation may be used in lieu of a formal cover letter unless further explanation is required.

Stipulations and cover letters should be uploaded in .pdf (Adobe) format. Proposed orders should be uploaded in .docx – the latest Microsoft Word format.

2. (Word) format. Due to these requirements, it may not be possible to upload a stipulated order for the Court’s approval, i.e. an order separate from the stipulation may need to be uploaded. In that case, please forward the signed stipulated order to the Court’s judicial assistant via email using the “normal” certificate of service, WITHOUT the codes.
3. Please note a few changes in the formatting of proposed orders:
 - a. The use of the word “ordered” will no longer cause the program to “strip out” any language that follows.
 - b. So that orders may be dated properly, please use the following language, “Done and Ordered at Viera, Brevard County, Florida on DDDD.” The program will insert a properly formatted date code during the signing process. It is ok and recommended to include a period after DDDD.
 - c. For the Judge’s signature, please use the code “JJJJ”. The program will insert a properly formatted signature during the signing process. Do NOT include a signature line, the Judge’s printed name or position. Please make sure that this code appears on a line separate from any other text and is not preceded or followed by any other characters. Do NOT place “JJJJ” at the end of a row, as this will cause the Judge’s signature to improperly display. Do NOT format this code using the “justified” or “align right” option.
 - d. For the Certificate of Service, please use the code “MMMM” for the date of service of the signed order. The program will insert a properly formatted service date in the certificate of service. Please precede the code with the appropriate language of a certificate of service that ends, “on MMMM.” It is ok and recommended to include a period after DDDD.
 - e. For the Judicial Assistant’s signature, please use the code “AAAA.” As with the Judge’s signature, do NOT include signature lines, printed names or titles. Please make sure that this code appears on a line separate from any other text and is not preceded or followed by any other characters.

- f. The code “CCCC” will insert a properly formatted service list during the signing process. Do NOT include a printed list of party recipients.
 - g. All codes should appear on a separate line. Two codes per line confuses the supercomputers.
 - h. Please do not format any line that a code appears on using the “justified” or “align right” setting. Please use the “left” formatting setting.
 - i. Please note that quotation marks should not be included.
4. If a proposed order is unopposed, please so state in the cover letter. If a proposed order is opposed, please do NOT submit via the e-portal. Follow the procedure listed in the Uniform Procedures for opposed proposed orders.
5. It is the Court’s intent to “clear” all proposed orders submitted each day. Due to variations in schedules, the peculiarities of the electronic filing process and other factors, a signed and filed document may not appear online for some period of time after it has been filed. Your patience is appreciated.

SAMPLE PROPOSED ORDER

****If the parties are all in the e-portal****

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

Name,

Petitioner,

CASE: 05-2020-DR-XXXXXX-XXXX-XX

vs.

Name,

Respondent.

SAMPLE ORDER

THIS CAUSE having come before the Court on April 25, 2022, having considered the exhibits, reviewed the file, and otherwise being fully advised in the premises, finds as follows:

The Petitioner's Motion is hereby GRANTED.

DONE and ORDERED in Viera, Brevard County, Florida on DDDD.

JJJJ

Copies have been furnished via the Florida Courts E-filing portal to the following:

CCCC

SAMPLE PROPOSED ORDER

****If the parties are NOT all in the e-portal,
or some parties are currently *pro se*****

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

Name,

Petitioner,

CASE: 05-2020-DR-XXXXXX-XXXX-XX

vs.

Name,

Respondent.

SAMPLE ORDER

THIS CAUSE having come before the Court on April 25, 2022, having considered the exhibits, reviewed the file, and otherwise being fully advised in the premises, finds as follows:

The Petitioner's Motion is hereby GRANTED.

DONE and ORDERED in Viera, Brevard County, Florida on DDDD.

JJJJ

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that copies have been furnished by U.S. Mail or via filing with the Florida Courts E-filing Portal to the below listed parties on MMMM.

CCCC

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ATTACHMENT #6

(an updated example version in Excel format is available as a hyperlink on p.15 of the Uniform Procedures on the Uniform Procedures website)

Case Name:								
Case Number:								
JOINT EQUITABLE DISTRIBUTION WORKSHEET								
		Date of Value	Agreed Value (if disputed leave blank)	Husband Value (if disputed)	Wife Value (if disputed)	Marital or Non-marital ?	To Husband (leave blank for judge)	To Wife (leave blank for judge)
ASSETS								
	Marital Home (address)							
	1							
	Real Property (address)							
	1							
	2							
	3							
	Vehicles (year, make & model)							
	1							
	2							
	3							

Stocks/Bonds/Retirement in Husband's name (Account name & last 4 digits of account number)									
1									
2									
3									
Stocks/Bonds/Retirement in Wife's name (Account name & last 4 digits of account number)									
1									
2									
3									
Bank accounts in both Husband's and Wife's name (bank name and last 4 digits of account number)									
1									
2									
3									
Bank accounts in Husband's name only (bank name and last 4 digits of account number)									
1									
2									
3									

	Bank accounts in Wife's name only (bank name and last 4 digits of account number)							
1								
2								
3								
Other								
1								
2								
3								
4								
Total Marital Assets								
LIABILITIES								
Mortgage on Marital Home (list mortgage holder)								
1								
Other Mortgages (list mortgage holder)								
1								
2								
3								

Vehicle loans (describe vehicle & loan holder)									
1									
2									
3									
Credit cards in both Husband & Wife's name (list bank and last 4 digits of account number)									
1									
2									
3									
4									
5									
Credit cards in Husband name only (list bank and last 4 digits of account number)									
1									
2									
3									
4									
5									
Credit cards in Wife's name only (list bank and last 4 digits of account number)									
1									
2									
3									

4									
5									
Other									
1									
2									
3									
Total Marital Liabilities									
Total Marital Assets								\$0.00	\$0.00
Total Marital Liabilities								\$0.00	\$0.00
	SUBTOTAL							\$0.00	\$0.00
	EQUALIZING PAYMENT							\$0.00	\$0.00
	TOTAL							\$0.00	\$0.00