



JUDGE BUIE'S COUNTY CIVIL PRACTICE MANUAL

DIVISION "S"

UPDATED:
June 8, 2023

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HEARINGS - COURTROOM C is designated for Judge Buie.

Scheduling

- **Do not unilaterally schedule Hearings; they will be cancelled without notice.**
- As a ***last resort*** the Judicial Assistant (JA) is available via email to assist with scheduling if the opposing party is uncooperative/unresponsive after both email **and** telephone attempts on **several different days**. Judicial does not get involved if the party is responding, but has a scheduling conflict. Reasonable attempts must be made to clear a date with opposing counsel. **Do not** contact the JA to define what a reasonable attempt is or how much time is sensible. If, after these attempts, you are unable to coordinate, email the JA to settle the issue, and include in the email: (1) Case number and style; (2) Names, telephone numbers and emails of all attorneys involved; (3) The issue(s) that needs to be addressed; and (4) The dates and methods of attempt to coordinate thus far.
- All parties are required to give a good faith assessment of the time needed for the Hearing. If other parties are waiting, and your case goes over the time limit chosen, it may be terminated, and you will have to reset the remainder of the hearing.
- If you wish to appear **virtually**, and it is not an excluded proceeding (see page 5-6), you must indicate it in JACS when scheduling the hearing. If there is counsel on both sides, both attorneys must agree to virtual appearance.
- Hearings are set using the Judicial Automated Calendaring System (JACS), not with the JA (except Evictions, initial COE, and Domestic Hearings). To use JACS, go to www.flcourts18.org, click on the "**Attorney Resources**" tab, and then click on the "**JAC's Dockets and Calendars**" tab.
- If the JACS displays **NO TIMES AVAILABLE** or **RECORDS NOT FOUND**, then the Docket is **FULL**. Please **do not** call/email for additional dates, the calendar updates daily, automatically.
- If more than 15-minutes is required, find **concurrent** timeslots within the same hour, and take however many you need. You must input your information for each 15-minute slot. If your Hearing requires more than 1 hour, contact the JA via email with the reason more time is needed for approval. No attorney's fee Hearings will be scheduled for more than 1-hour.
- Motions for Summary Judgement, wherein the Defendant is pro se, should only be set for 15-minutes.
- **A Hearing Notice** that states "All Pending Motions" is invalid and cause for cancellation, as the Judge pre-reviews the Motions. Include email addresses and

phone numbers for all parties in your NOH. Submit the Hearing Notice via *electronic filing* to the Clerk with copies to all parties involved. **Do not** send a copy to the Judge/JA.

- **Initial Claim of Exemption Hearings/Garnishments** are set with the Clerk of Court, **NOT on JACS** and **NOT with the JA**. If a COE has been held in the past, any subsequent COE's are set by the attorney's office in JACS.
- **Domestic Injunction Hearings** are **NOT** to be set on JACS. Contact the JA for dates and times to coordinate with the opposing side. Once coordinated, you can file the NOH and the Clerk will add it to our Domestic Injunction Docket. The JA does not need a copy of the NOH.
- **Evictions Hearings** are **NOT** to be set on JACS: see Landlord Tenant Section.
- **Simplified Dissolution Hearings** are set by the Clerk of Court. If any disputes arise before/after a FJ is entered, the case will need to be transferred to Circuit Court, as it is no longer a Simplified Dissolution.
- **Bulk Hearings** are only allowed if the following criteria is met:
 1. The Motion/Issues are the same.
 2. The Attorneys are the same on all cases and agree to a bulk hearing.
 3. It will not take longer than the timeslot secured by the scheduler.
 - Only 10 cases can be heard at once. If you wish to set more than 10 cases at a time, you will need to send an email request to the Judicial Assistant (listing each case number, case style, type of hearing) to seek Judge approval. Once you have secured approval to set the number of cases you request, you will set the lowest case number in JACS, and email a case list to the JA that lists the case numbers, case styles, and what date/time you set the hearing on the lowest case number.
 - All cases that are bulk set (10 or less) must be listed (case number, and case style) in JACS under the "Additional Cases" box.
- **Meet and Confer:** A meet and confer should be held on all Motions before they are set for a Hearing.

Confirmation

A confirmation number will be sent for your use; **do not** send a copy to the Judge. **Do not** send a copy of the Notice of Hearing to the Judge; *e-file* the Notice with the Clerk of Courts with copies to participating parties.

Rescheduling

If a Hearing is canceled (after Judge's consent), reset with prior instructions. On JACS, select **"To Re-Schedule a Hearing"** under the Main Menu. Type in your confirmation # and hit "Reschedule". Select the new coordinated date and the Hearing will be rescheduled; a

new confirmation number will be sent. Prepare an Amended Notice of Hearing, *e-file* to Clerk with copies to participants. Please **do not** send a copy to the Judge, unless requested.

Role of Scheduling Attorney

If you get a prompt while trying to schedule your Hearing that you need to select a role of the scheduling attorney, you need to logout of JACS, log back in, and attempt to schedule the Hearing again. After you select the date for your Hearing there will be an option right above to input your case number and select which side your attorney represents.

Motions

Motions are listed in the drop-down box; if not listed pick 'Other' and put Motion title in '**Additional Motions**'. JACS will only allow one Motion to be selected. If you have more than one Motion, you can add them to "**Additional Motions**," and be sure to set forth all the individual Motions in the Hearing Notice. Please **DO NOT** send copies to the Judge/JA; instead, *e-file* to the Clerk and copy all parties. Make sure your Notice of Hearing has all the Motions to be heard listed separately.

For the following matters, DO NOT schedule on JACS. The following should be scheduled directly with the JA via email:

Landlord/Tenant Cases
Domestic Injunction Hearings

CASE LAW & MEMORANDUM SUBMISSION RULES

If counsel wants to provide Case Law, Memorandums or a Hearing Binder for any Hearing, the materials should be uploaded to the Clerk's Case Records System at least five **(5)** **business days prior** to the Hearing. Please see page 28-29 for instructions.

CASE MANAGEMENT PRE-TRIAL CONFERENCES

The Civil Case Manager schedules the Case Management Pre-Trial Conferences. You can contact the Civil Case Manager regarding your PTC Order, to cancel a PTC (if appropriate filing has been filed with the Clerk of Court), or case management questions via email, at DivisionSCM@flcourts18.org. Responses will usually be sent within three (3) business days.

- Virtual appearances are **NOT** permitted.
- See Case Management Administrative Order 23-10 Supersedes 21-24 2nd Amended - <https://flcourts18.org/case-management/>
- A signed Case Management Plan must be filed and accepted by the Clerk before submitting the Case Management Order for review.
- When submitting a CMO Order via the e-portal, make sure the bottom is coded according to the Proposed Orders section on page 8-10.

- When submitting a Motion to Continue CM PTC, include the new date in your Proposed Order (contact the Civil Case Manager for the next available CM PTC date to put in the Proposed Order). If you do not receive a signed Order Granting Continuance before the PTC, you are required to attend the CM PTC (in-person). Do not email the JA and ask for the status and/or for the Order to be signed.

ISSUES REGARDING CASE MANAGEMENT ORDERS

All questions or issues regarding the Case Management Order, Failure to Comply Order, Order to Compel Case Status, Order on Notice of Intent to Dismiss, or Order to Advance Cause in your case, or regarding case management in your case, including issues regarding discovery compliance, **MUST** be addressed **via email only** to the Civil Case Manager at DivisionSCM@flcourts18.org, **not the JA**. Responses will usually be sent within three (3) business days.

Pro Se Litigants

If a telephone number or email address is listed for a Defendant, a good faith attempt must be made to coordinate; if you received no response from the Defendant, then a Hearing may be set unilaterally at least thirty (30) days from the current date. In this case, **do not** contact the JA. The number “9999999” is to be used in lieu of a Bar Number for pro se litigants.

CANCELING A HEARING

Contact the JA via email before canceling **ANY** Hearing because judicial approval must be obtained before canceling.

****Cancellation requests must be received at least two business days in advance.****

Contact the JA via email with the reason. The following are normally the only reasons why the Court will allow a Hearing to be cancelled absent illness or emergency:

1. The parties have resolved all the scheduled issues. This will require Motions to withdraw the issues, a letter confirming all issues are resolved, or a proposed agreed Order.**
2. The Motion(s) are withdrawn. This will require confirmation in writing that they have been withdrawn.**
3. The parties have reached a settlement of the case. This will require submission of confirmation that the case has settled or a Notice of Voluntary Dismissal.**

** If any of the above pleadings have been filed with the Clerk’s Office 2-business days prior to the date of the Hearing, you may simply email a copy to the JA and the Hearing will be canceled. **

**** If any of the above pleadings have been filed before the 2-business day rule (i.e., a week, month etc.) you must contact the JA immediately to cancel the hearing, so the time can be opened for others to utilize. ****

Please be advised the Docket is printed two (2) weeks in advance.

RULE TO SHOW CAUSE

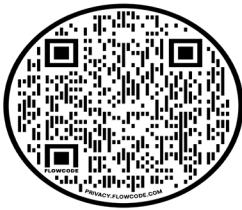
- Virtual appearances are **NOT** permitted.
- A verified Petition for Rule to Show Cause or a Petition for Order to Show Cause, with accompanying Affidavit, can either be presented at Short Matters/Ex-Parte or can be *e-filed* after obtaining a date and time for the Hearing from JACS.
- If the Petition is granted at Short Matters/Ex-Parte, the attorney may obtain a date for the Order to Show Cause from JACS.

CROSS-NOTICING/PIGGY BACKING

- If you wish to add a Motion to a previously set Hearing date and **DO NOT NEED MORE TIME**, contact the other party, and obtain permission to share the time. If you need additional time, then choose another date and time.
- Amended Notices and/or Cross-Notice of Hearings are to be *e-filed* with the Clerk. Please **do not** send a copy of your Amended Notice or Cross-Notice of Hearing to the Judge.

VIRTUAL APPEARANCES (SEMINOLE COUNTY COURTS USE MICROSOFT TEAMS; WE DO NOT USE ZOOM)

- Telephonic appearances are **NOT** permitted for any hearings.
- There is no need to contact the Judge's Judicial Assistant for either the link or permission to appear virtually because all attorneys (if both parties are represented by an attorney, both attorneys must agree to virtual appearance), all parties, and all witnesses are permitted to appear virtually for all Hearings (**except Evidentiary Hearings**), all non-Jury Trials (**unless there is evidence**), and all other Court Proceedings (**OTHER THAN TUESDAY SC PRE-TRIAL CONFERENCES, INJUNCTIONS, SIMPLIFIED DISSOLUTIONS, SHOW CAUSE HEARINGS, EVIDENTIARY HEARINGS, LACK OF PROSECUTION HEARINGS, SHORT MATTERS/EX PARTE HEARINGS, NON-JURY TRIALS WITH EVIDENCE AND JURY TRIALS**). Furthermore, there is no need to submit a Motion or proposed Order for permission to appear virtually, as long as it is not an excluded proceeding (see above exclusions in bold).
- JUDGE BUIE'S VIRTUAL COURTROOM ACCESS IS: <https://fl18.org/i>



- **PIP CASES** – See page 11-12
- The attorney needs to **stand by** for up to **1 hour** from the time the hearing is set to be let in from the Virtual waiting room. **Please do not call or email the JA and ask how long you will have to wait.**
- **Virtual appearances are NOT permitted** for Short Matters/Ex Parte, Tuesday Small Claims Pre-Trials, Injunctions, Show Cause Hearings, Simplified Dissolutions, Evidentiary Hearings, Non-Jury Trials with evidence, Jury Trials, and Lack of Prosecution Hearings.
- If you wish to appear virtually for a hearing set in JACS, and it is not an excluded proceeding (see above), you must indicate it in JACS when scheduling the hearing (there is a box to check). If there is counsel on both sides, both attorneys must agree to virtual appearance. If you accidentally did not check off virtual when setting the hearing in JACS, and you wish to attend virtually (if it's not an excluded proceeding), you must send an email request to the JA at least 10-business days in advance of the hearing. Include in the email the following: case number, case style, date/time of hearing, and confirm both attorneys are in agreement.
- See attached “**JUDGE BUIE’S VIRTUAL COURTROOM INSTRUCTIONS**”

LACK OF PROSECUTION HEARINGS

- Virtual appearances are **NOT** permitted.
- Lack of Prosecution Hearings are set by the Clerk of Court; contact the Clerk if you have questions as to why it was set.
- Motions for Good Cause and a Proposed Order (do not submit with blank spaces, order must be filled out completely) must be filed a **minimum of 5 working days** prior to the Hearing. If the Order has **NOT** been signed, counsel is required to be present. **DO NOT** email the JA and ask the status of the Order, or for the Order to be signed. If you wish to confirm it has been removed from the Clerk’s docket, **please call Clerk of Court, not the JA.**

EMERGENCY HEARINGS

Please contact the Judicial Assistant via email for judicial approval to schedule, only if it is a **TRUE** emergency.

MATTERS NOT REQUIRING A HEARING

The following **do not** require a Hearing; simply submit them via *e-filing*. Please state that opposing counsel agrees (if the proposed Order is agreed upon by all parties) and there is no objection to the Court entering the relief requested.

- Appointment of Special Process Server
- Stipulated Modifications/Stipulated Orders
- Motion for Substitution of Counsel (Signed by Attorney and Party)
- Motion to Enter an Agreed Order
- Cancellation of and rescheduling a foreclosure sale
- Motion to Vacate Foreclosure Judgment because of reinstatement
- Default judgment of *liquidated* amounts
- Motion to Withdraw (with signed consent from client)

******* The bottom of all Orders must be worded as follows (do not use indentions, spaces, or tabs before or after the coding, use the align button instead. Do not use page breaks or column breaks in the bottom of the Order and do not put the CCCC and AAAA on the same line or the coding does not work):**

DONE AND ORDERED in Sanford, Seminole County, this DDDD.

JJJJ

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that copies have been furnished via e-service only MMMM.
Moving party is responsible for service of all non-registered pro-se parties.

CCCC

AAAA

(The “DDDD” (signature date), “JJJJ” (Judge signature), “MMMM” (mailing date), “AAAA” (JA signature) and “CCCC” (cc list), must be in all capital letters, not highlighted and not be in bold. Do not use margins/justifications from the Done and Ordered down. Do not use tabs or spaces before the JJJJ, CCCC, or AAAA coding, or the coding won’t work. Use the align button instead)
(**See attached “Procedure for Submitting Proposed Orders in Seminole County”)

SHORT MATTERS/EX PARTE (select Thursday's ONLY at 9:30 a.m.)

- Virtual appearances are **NOT** permitted.
- Short Matters/Ex-Parte hearings are **five minutes or less.**
- If there is Counsel on both sides, both parties must agree the Motion can be heard in 5-min or less.
- They are not scheduled on JACS, we do not have a docket for these, and the **JA is NOT contacted**, except for emailing a copy of the NOH.
- **Email a copy of the NOH to the JA within 10 business days of the hearing.**
- Moving counsel is responsible for:
 - Distributing the Hearing Notice(s)
- Short Matters/Ex-Parte are **NOT set every Thursday.** To find available dates go to the **Non-JAC's Monthly Calendar** found at www.flcourts18.org; click on the "Attorney Resources" tab; "Other Non-JAC's Dockets and Calendars"; "Seminole Docket's and Hearings"; "Judge"; "Month."
- You must either bring a proposed order, copies for all parties, and self-addressed/stamped envelopes for all parties, or submit the proposed order via the e-portal after the Court makes a ruling.

MOTIONS/ORDERS

Motion to Withdraw as Counsel

If the attorney can obtain a signed consent from their client, then the proposed Order may be *e-filed* thru the Clerk's portal for Judge's electronic signature. If a signed consent is unable to be obtained, then the Motion may be set at Short Matters with at least 10 days' notice to the parties.

Motions for Judicial Default (Other Than Landlord/Tenant)

Motions for Judicial Default **will usually not** be signed without a Hearing. If you are unable to obtain a Clerk's Default, then a Hearing must be set.

Motion to Continue PTC/Hearing

If a Motion to Continue PTC/Hearing and a Proposed Order (properly coded) are filed and you receive the signed Order Granting a Continuance back before the PTC/Hearing, you are excused. If you do not receive a signed Order Granting the Continuance back

before the PTC/Hearing, you are required to come to the PTC/Hearing. **Do not** email the JA and ask for the status and/or for the Order to be signed.

Proposed Orders

You must wait until your Motion/pleading is accepted by the Clerk before e-filing the Proposed Order, to avoid rejection.

Orders on Stipulations need to include the date the Stipulation was signed or the date it was filed with the Clerk of Court.

DO NOT submit Orders with blank spaces, submit the Order with the wording you want, this includes Orders to Show Good Cause. The Court can make changes if needed.

If you are submitting an Order to Continue a PTC, include the next date in your Proposed Order. You can obtain dates from the monthly calendar posted online at <https://flcourts18.org/attorney-citizen-resources/seminole-county-judge-carsandra-buie/>.

All Orders must be in **Word format**; if not, the document will be rejected.

Proposed Orders are to be uploaded to the Clerk's E-portal. If it is an agreed Order, please state this in the opening paragraph or heading of the Order. If the other party is *pro se*, a copy of the proposed Order is to be sent to the *pro se* party with a cover letter stating that the *pro se* party must voice any objections in writing to the Court within 10 business days.

If the Order requires a date or dollar amount from the Clerk of Court, please obtain and insert in the Order prior to uploading it; otherwise, it will be rejected.

****Moving party (attorney) is responsible for service of signed orders to all non-registered pro-se parties. Within five (5) days from the date of e-service of the signed Order, the moving party (attorney) shall furnish a copy of the signed Order to each self-represented party by U.S. Mail.**

******* The bottom of all Orders must be worded as follows (do not use indentions, spaces, or tabs before or after the coding, use the align button instead. Do not use page breaks or column breaks in the bottom of the Order and do not put the CCCC and AAAA on the same line or the coding does not work):**

DONE AND ORDERED in Sanford, Seminole County, this DDDD.

JJJJ

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that copies have been furnished via e-service only MMMM. Moving party is responsible for service of all non-registered pro-se parties.

CCCC

AAAA

(The “DDDD” (signature date), “JJJJ” (Judge signature), “MMMM” (mailing date), “AAAA” (JA signature) and “CCCC” (cc list), must be in all capital letters, not highlighted and not be in bold. Do not use margins/justifications from the Done and Ordered down. Do not use tabs or spaces before the JJJJ, CCCC, or AAAA coding, or the coding won’t work. Use the align button instead)
(**See attached “Procedure for Submitting Proposed Orders in Seminole County”)

Motions for Rehearing/Reconsideration

All Motions for Rehearing/Reconsideration are to be filed with the Clerk. Submit Orders via the E-portal; the Judge will determine whether a Hearing is warranted. **Do not schedule on JACS**; if done so, the JA will cancel the hearing without notice.

Attorneys' Fees Hearings/Trials/Motions to Tax Costs

These Hearings only need to be set with the JA if more than one hour is being requested. For additional requirements, see Judge Buie’s Order on Attorney’s Fees and Costs attached hereto.

Interrogatories (Submissions)

When filing a Motion to Compel Better Answers to Interrogatories or Better Responses to a Request to Produce or Better Answers to a Request for Admissions, the Court requires the Motion to detail the specific request sought and then, the opposing party’s response. This saves the parties and the Court the inconvenience of flipping back and forth between two separate documents.

LANDLORD/TENANT

- Virtual is **NOT** permitted if the hearing is evidentiary.
- All Landlord/Tenant Hearings and Trials are set by the JA, except for Count II Trials, which are set in JACS by the Attorney. Contact JA via email for available dates and times.
- Thursday is reserved for these Hearings and Trials (set by the JA).
- **ALL MONIES FOR EVICTIONS SHOULD BE SENT TO THE CLERK.** ANY MAILED TO THE JUDGE WILL BE RETURNED TO THE SENDER.
- **Paperwork is to be submitted via the Clerk of the Courts E-portal. If the opposing party is Pro Se, the copies must be mailed from your office upon receipt.**

- If you are Pro Se and are submitting a Default/Final Judgement, you must make sure your paperwork is completely filled out before submitting and self-addressed stamped envelopes/copies for all parties are included, or they may be returned unsigned.
- **Count I Possession and Count II Damages are dealt with separately.** When submitting the Final Possession paperwork thru the E-portal, **do not** include damages. Count II Damages must be submitted separately.

SMALL CLAIMS

- Virtual appearances for SC PTC's are **NOT** permitted unless there has been prior written approval by the Court. A Motion and Order must be submitted via *e-file* a **minimum of ten business (10) days prior** to the SC PTC.
- If a Joint Stipulation to Waive PTC **and** an Agreed Order to Waive PTC is in the file at least two (2) business days in advance of the PTC, the PTC can be cancelled. There is **NO need to call the JA to be excused.** If you wish to confirm the case has been removed from the docket, **please call the Clerk of Court, County Civil Division, NOT the JA.**
- If a Motion to Continue PTC and a Proposed Order, or an Agreed Order to Waive PTC are filed and you receive the signed Order Granting a Continuance or Waiving the PTC back before the PTC, you are excused. If you do not receive a signed Order Granting the Continuance or Waiving the PTC back before the PTC, you are required to come to the PTC. Do not email the JA and ask for the status and/or for the Order to be signed.
- If you are submitting an Order to Continue a SC PTC, include the next date in your Proposed Order. You can obtain dates from the monthly calendar posted online at <https://flcourts18.org/attorney-citizen-resources/seminole-county-judge-carsandra-buie/>.
- Hearings take place in **Courtroom "F"**.

PIP PRE-TRIALS

- Until further notice, all attorneys may either appear in-person or virtually for the PIP Pre-Trial Conference Docket.
- See **Administrative Order 13-39-S attached.** If the appropriate filing is filed with the Clerk **by the deadline** outlined in the attached Administrative Order, there is **NO need to call the JA to be excused.** If you wish to confirm the case has been

removed from the docket, please call the Clerk of Court, County Civil Division, **NOT** the JA.

- If a Motion to Continue PTC and a Proposed Order are filed and you receive the signed Order Granting a Continuance back before the PTC, you are excused. If you do not receive a signed Order Granting the Continuance back before the PTC, you are required to come to the PTC. Do not email the JA and ask for the status and/or for the Order to be signed.
- If you are submitting an Order to Continue a PIP PTC, include the next date in your Proposed Order. You can obtain dates from the monthly calendar posted online at <https://flcourts18.org/attorney-citizen-resources/seminole-county-judge-carsandra-buie/>.
- Furthermore, Counsel shall be prepared to discuss and present evidence on proper venue including the location at which the contract and/or policy of insurance was entered into which formed the basis for the filing of the Statement of Claim; the location of the accident or event which allegedly caused the damage(s) sought in the Statement of Claim; the location at which any repairs were completed and/or treatment was provided for which damage(s) are sought in the Statement of Claim; the identity and location of all individuals who the Plaintiff will or may call as a key or material witness in the Trial of this case; and all other facts which form the basis for proper venue of this case to be Seminole County, Florida.

TRIALS

- **Mediation** must be completed prior to scheduling a Status Hearing for Trial.
- A **Notice for Trial** stating that the cause is at issue must be filed with the Clerk's office.
- A copy of the Notice for Trial **must** be mailed to the Judge accompanied by stamped, self-addressed envelopes to all counsel of record or Pro Se parties. If envelopes do not accompany the Notice for Trial, the Court will take no action.
- The Notice for Trial shall include: time estimate for the Trial; jury or non-jury Trial requested; the date on which Mediation was held; and whether the Trial is on the original action or a subsequent proceeding.

*******If the Notice for Trial is only sent to the Clerk, the case will not be set for Trial as the Judge will not be aware of the Notice.*******

E-FILING INFORMATION

The E-portal may be accessed at <https://www.myflcourtaccess.com>.

All documents must be filed using the E-portal eliminating the need to send anything to Judge Buie. If there is a Pro Se litigant, then you are responsible for distributing copies to them.

For help please go to <http://seminoleclerk.org/resources/SeminoleEfilingInfo.htm> or contact the E-Portal service desk at support@myflcourtaccess.com.

Guidelines for submitting Orders:

- Please do not submit Orders prior to a Hearing; they will be rejected. Instead, bring proposed Orders with you to the Hearing along with sufficient copies for all parties as well as self-addressed, stamped envelopes for distribution.
- Please do not submit a Final Judgment for Possession until after a Clerk's Default is entered, if appropriate.
- If a date is needed from the Clerk's office, please obtain, and insert it into your document.
- If a dollar amount is needed from the Clerk's office or other sources, please obtain, and insert it into your document.
- All Orders must be submitted in Word format. All PDF documents will be rejected.
- **Moving party (attorney) is responsible for service of signed orders to all non-registered pro-se parties. Within five (5) days from the date of e-service of the signed Order, the moving party (attorney) shall furnish a copy of the signed Order to each self-represented party by U.S. Mail.**

******* The bottom of all Orders must be worded as follows (do not use indentions, spaces, or tabs before or after the coding, use the align button instead. Do not use page breaks or column breaks in the bottom of the Order and do not put the CCCC and AAAA on the same line or the coding does not work):**

DONE AND ORDERED in Sanford, Seminole County, this DDDD.

JJJJ

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that copies have been furnished via e-service only MMMM.
Moving party is responsible for service of all non-registered pro-se parties.

CCCC

AAAA

(The “DDDD” (signature date), “JJJJ” (Judge signature), “MMMM” (mailing date), “AAAA” (JA signature) and “CCCC” (cc list), must be in all capital letters, not highlighted and not be in bold. Do not use margins/justifications from the Done and Ordered down. Do not use tabs or spaces before the JJJJ, CCCC, or AAAA coding, or the coding won’t work. Use the align button instead)

(See attached “Procedure for Submitting Proposed Orders in Seminole County”)**

Please note:

The E-portal converts every submission to a PDF. However, not all PDFs are the same. There are two scenarios:

- (1) If a paper Order is scanned into an image (JPEG, GIF, TIF etc.) and submitted, it is converted to a PDF.
- (2) If a Microsoft Word document is submitted, it is converted into a PDF.

This is where it gets technical. The software used to extract a Microsoft Word document from a PDF will not work if option #1 occurs. The end result is a Microsoft Word document that contains the attorney’s scanned image. This image cannot be manipulated or modified. The only viable option is to use option #2. A PDF, created from a MS Word document, can be reverted back to its Microsoft Word format.

It also helps if the version of Microsoft Word is 2007 or greater.

Please allow for a 72-hour delay for documents to appear on the Judge’s Judicial Viewer. Documents do not appear immediately.

JACS INFORMATION

- See attached.

CONTACT INFORMATION

- Office Telephone: (407)665-4132 (Lacey Billick)
- Judicial Assistant’s email address: lacey.billick@flcourts18.org (email is preferred)
- Mailing address: 301 North Park Avenue, Sanford, FL 32771
- Courtroom is “C”, unless otherwise designated by the Court (such as for Jury Trials, SC PTC, etc.). The Courtroom location can also be found on our monthly calendars posted on www.flcourts18.org, under “attorney resources,” “Other Non-JAC’s Dockets and Calendars.”

JUDGE BUIE'S ORDER ON ATTORNEY'S FEES AND COSTS

To insure an orderly and efficient presentation and resolution of disputed amounts of attorney's fees, it is ordered as follows:

1. Within twenty (20) days on which the Motion is filed, counsel for the moving party shall make available to the opposing party and file with the Court a detailed breakdown of all hours expended by said counsel in the representation of his or her client(s) for which counsel is seeking an attorney's fee to be awarded by the Court. This breakdown must include the following:

- a) Individual date entries which detail the tasks performed.
- b) For each task performed, the time spent on each such task.
- c) For each task performed, the name of the individual who completed said task.
- d) The hourly rate being sought for each task performed (rates may vary based upon experience of the attorneys involved, paralegal time, etc.).

2. Within twenty (20) days of receiving the documents as set forth in Paragraph Three hereinabove, the non-moving party shall respond in writing to each individual entry for attorney's fees being sought. This response shall state whether the non-moving party agrees or objects as to each of the entries as claimed by the moving party, with the basis for each objection, the amount of time which the non-moving party believes to have been reasonable and necessary, the hourly rate which the non-moving party believes to be applicable, and cited supporting authority, if applicable. For each entry to which there is an objection, if the non-moving party also engaged in that same activity (for example, a Deposition or a Hearing), the non-moving party must set forth the amount of time for which the non-moving party's attorney billed for work performed. This shall also be filed with the Court.

3. Within twenty (20) days of the date on which the Motion is filed, counsel for the moving party shall make available to the opposing party a copy of all invoices and other supporting documentation for any cost requested to be taxed.

4. Within twenty (20) days of receiving the documents as set forth in Paragraph One hereinabove, the non-moving party shall respond in writing to each item of cost as requested. This response shall state whether the non-moving party agrees or objects to each of the cost items as claimed by the moving party.

5. No later than two business days immediately preceding the Hearing on these matters, the attorneys shall meet either in person or by telephone to discuss and make a good faith attempt to negotiate any disputed items, hours, and amounts to be paid by the non-moving party. During this meeting, the Statewide Uniform Guidelines for Taxation of Costs in Civil Actions shall be used in attempting to resolve disputes over taxation of costs.

6. Counsel and parties are directed to exercise good faith in complying with the terms of this Order. The Court may consider appropriate sanctions with regard to unreasonable requests for taxation of costs, requests for attorney's fees, objections thereto, and/or failure to comply with this Order.

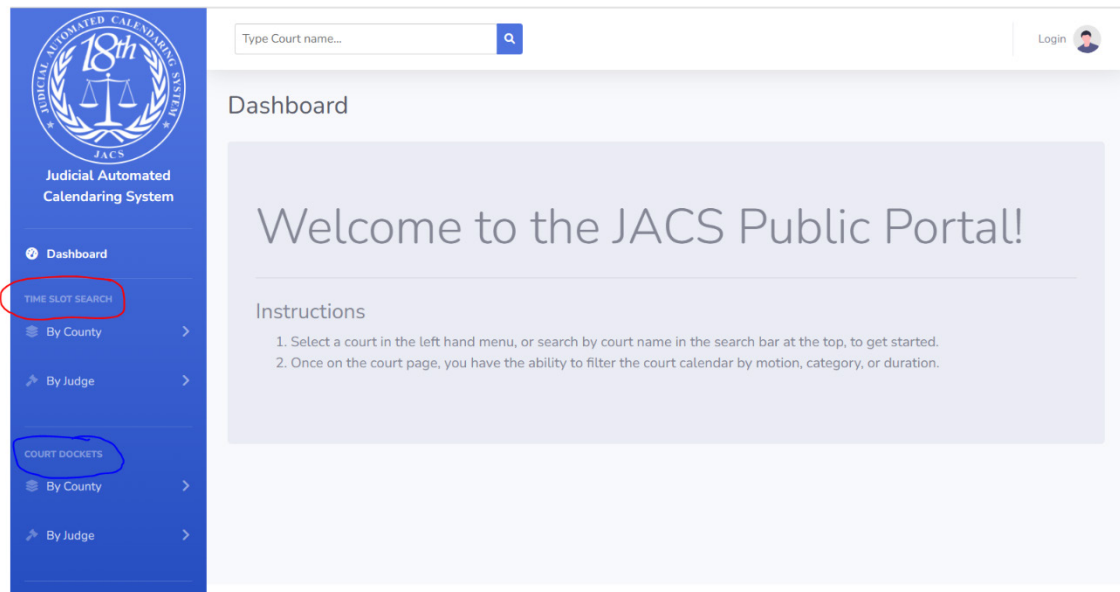
7. The purpose of an expert witness is to aid the finder of fact in those areas which are beyond the fact finder's understanding. Flanagan v. State, 586 So. 2d 1085, 1100 (Fla. 1st DCA 1991); Aetna Ins. Co. v. Loxahatchee Marina, Inc., 236 So. 2d 12, 14 (Fla. 4th DCA 1970). Based on the Court's experience, the Court requests that the parties consider dispensing with expert witnesses on the issue of amount of attorney's fees in this cause.

DONE AND ORDERED in Chambers at Sanford, Seminole County, Florida.

HONORABLE CARSANDRA BUIE
COUNTY JUDGE

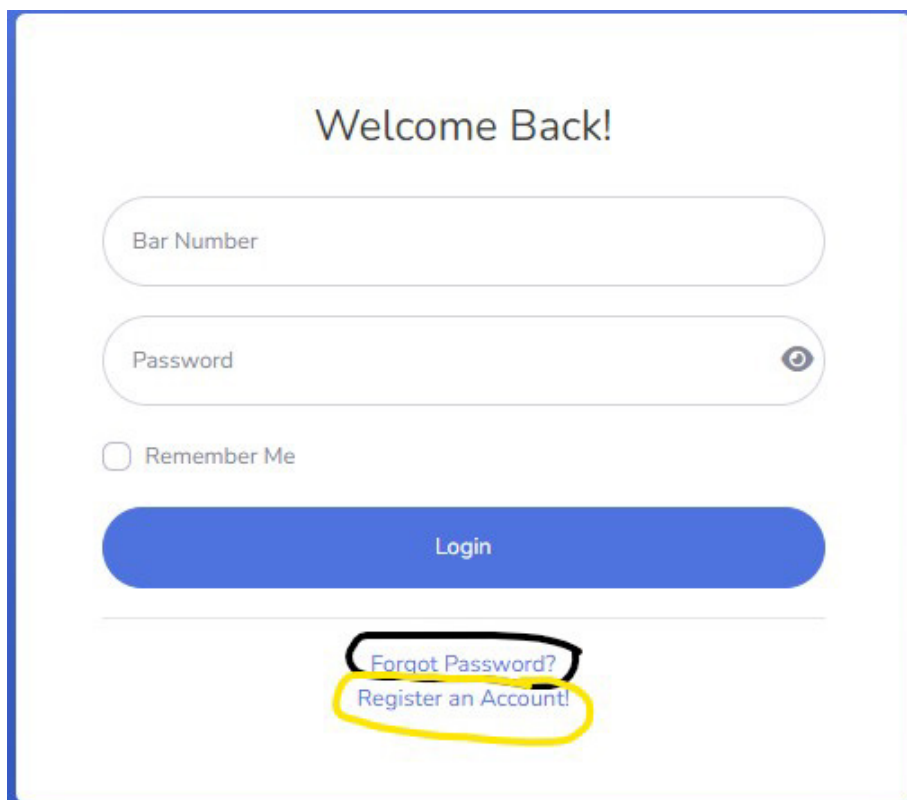
ATTORNEY JACS INSTRUCTIONS – TIME SLOTS AND DOCKET SEARCH

1. Go to www.flcourts18.org
2. Click on Attorney & Citizen Resources
3. Click on Attorney Resources
4. Click on JACs Dockets and Calendars
5. Click on Available Dockets and Hearing Times
6. Click on the division or Judge to search for the calendar under the time slot search (red circle) or docket search (blue circle)
7. Click the correct division or judge that you are searching for
8. Available date and times or docket will appear on the screen



NEW JACS SYSTEM SCHEDULING INSTRUCTIONS

Attorney Scheduling



Welcome Back!

Bar Number

Password

☐ Remember Me

Login

[Forgot Password?](#)

[Register an Account!](#)

If password is forgotten, click [Forgot Password?](#) (circled in black): You will receive a link to reset your password.

If you do not have a login, click [Register an Account!](#) (circled in yellow): You will receive a confirmation email from our tech support.

From the dashboard attorneys can see their scheduled and past hearings.

Dashboard

COURTS

By County

By Judge

By Name

Attorney

Dashboard

Scheduled Hearings

Case #	Date	Court	Type	Motion	Plaintiff	Defendant	Action
2022-CA-1234567	10/19/2022	Cir Civil Div D-Judge Dugan	In Person	Abate	Kunle	Jessica	

Past Hearings

Case #	Court	Type	Motion	Plaintiff	Defendant	Action
2022-CA-	Cir Civil Div D	In Person	Abate	Kunle	Jessica	

To get more information about a specific hearing, the attorney can click the “eye” icon in the action’s menu.

Hearing

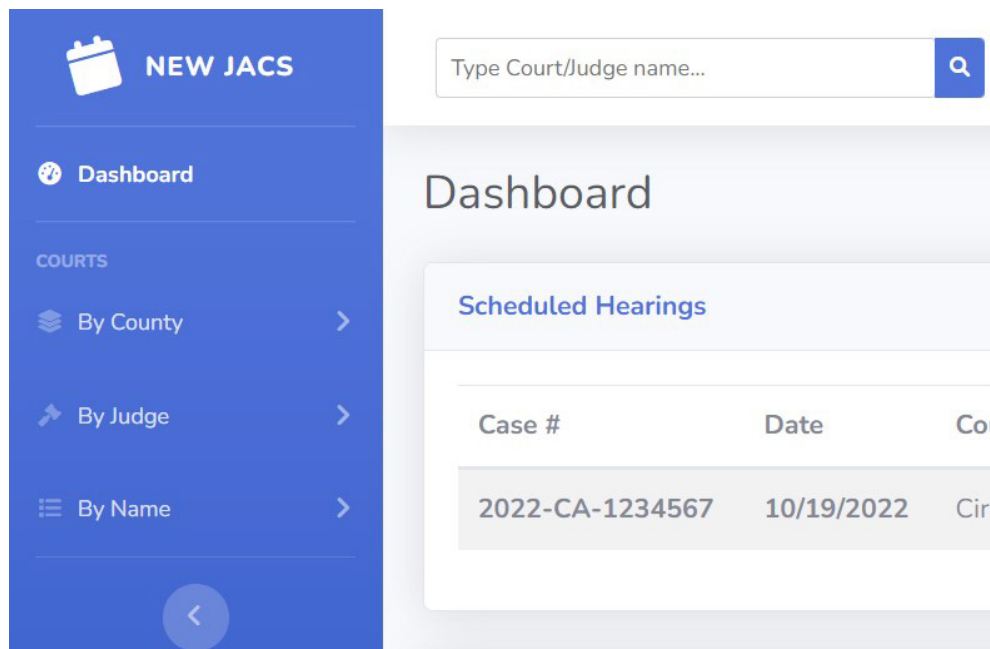
Information

This hearing is scheduled for **10/19/2022** at **9:00 am** for **15 minutes**

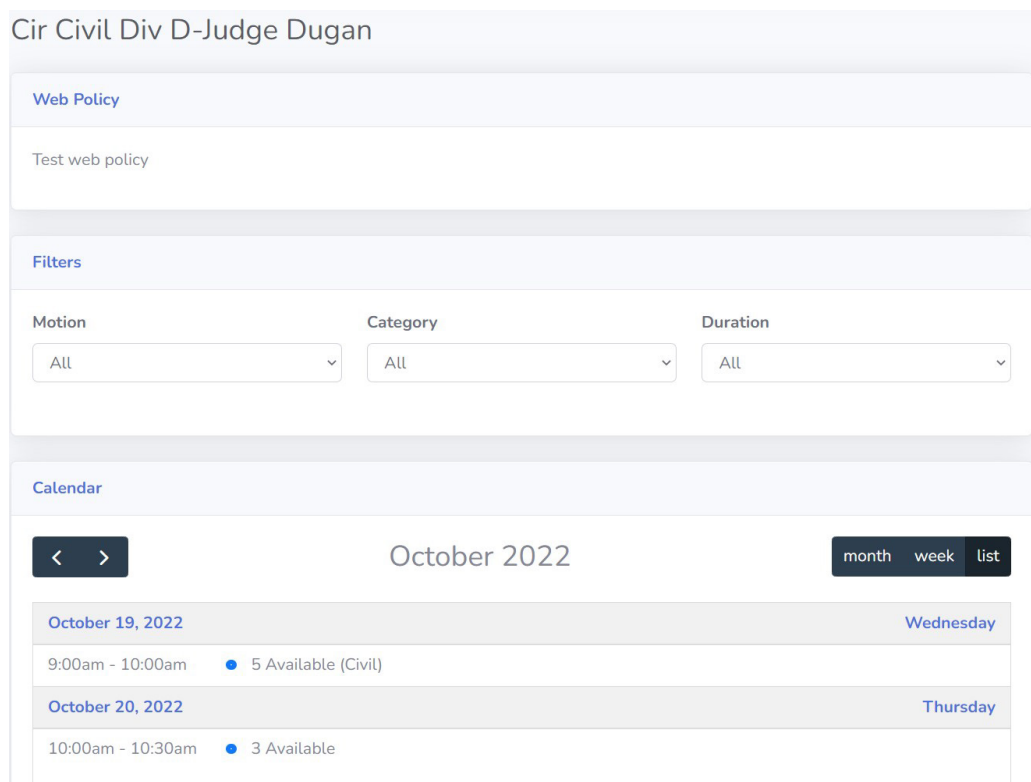
Case Number	Motion	Type	
2022-CA-1234567	Abate	In Person	
Court	Category		
Cir Civil Div D-Judge Dugan	N/A		
Plaintiff	Plaintiff Attorney	Defendant	Defendant Attorney
Kunle	Attorney	Jessica	Defendant Attorney

This scheduled hearing can only be modified by Kunle Adelakun

The attorney can use the menu on the left to find a court to schedule a hearing or use the search bar at the top of the window. The attorney can search by judge or court name.



Once selected, the Attorney will be redirected to the Court's scheduling page.



Attorneys can filter hearing by using the dropdowns menu. Once the attorney has located the hearing that will work for them, they can simply click on the timeslot.

Wed Oct 19, 9:00 am - 10:00 am

Create Event

Case Number

XXXX

CA

XXXXXXX

Motion

Abate

Type

-

Role of Scheduling Attorney

☐ Plaintiff Attorney ☐ Defendant Attorney

Plaintiff Attorney (Optional)

Type Attorney name or Bar Number

Defendant Attorney (Optional)

Type Attorney name or Bar Number

Plaintiff (Optional)

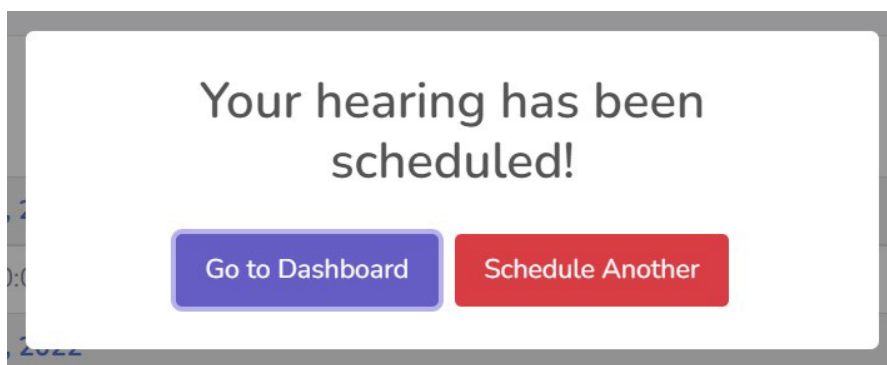
Defendant (Optional)

Notes

Close


Save changes

Once the attorney has finished filling out the required information and clicked save changes the hearing will be scheduled.



Cancelling/Rescheduling a Hearing

Attorneys can only cancel or reschedule hearings that they set. From the dashboard clicking on the “eye” icon will show more information about the hearing.

Case #	Date	Court	Type	Motion	Plaintiff	Defendant	Action
2022-CA-1234567	10/19/2022	Cir Civil Div D-Judge Dugan	In Person	Abate	Kunle	Jessica	

In the bottom right-hand corner of the screen, you will get the re-schedule or cancel options.

Hearing

Information

This hearing is scheduled for 10/19/2022 at 9:00 am for 15 minutes

Case Number

2022-CA-

Motion

Abate

Type

In Person

Court

Cir Civil Div D-Judge Dugan

Category

Civil

Plaintiff

N/A

Plaintiff Attorney

Attorney

Defendant

N/A

Defendant Attorney

N/A

Re-Schedule

Cancel

If the hearing was schedule by another attorney or by a JA, it will list the information below where the buttons normally would be.

Plaintiff	Plaintiff Attorney	Defendant	Defendant Attorney
CRYSTAL LAKES WEST HOMEOWNERS ASSOCIATION	PEREZ,ALICIA	TERESA M. DAINKO	INFOCOM,TEST ATTY(DO NOT USE)
This scheduled hearing can only be modified by Judicial Assistant: PEREZ,ALICIA			

Procedure for Submitting Proposed Orders in Seminole County

1. From e-Portal, main filing page, select “Proposed Orders” (see map, red circle)
2. Click the arrow, and select “Seminole” for the county (see map, blue circle)
3. Proposed orders must be submitted in Microsoft Word, with 1” margins all the way around, and in the .docx format (all lower-case letters, file name, no other punctuation and .docx).
4. ~~Please see judges Policies and Procedures for cover page requirements.~~ (Cover page format must be .pdf and there must only be 1 period in the file name)
5. **Do not use indentions, spaces, or tabs before or after the coding in the bottom of the order, use the align button instead, or the coding does not work. Do not use page breaks or column breaks in the bottom of the Order and do not put the CCCC and AAAA on the same line or the coding does not work.**
6. DJMCA FORMAT: DJMCA is how ICMS knows where to place signature and signature dates.
 - a. You must use the two codes as pairs (e.g., JJJJ & DDDD for Judge’s signature)
 - b. The codes must be all capital letters.
 - c. You must add all 4 letters for each field.
 - d. These codes should only be used once per line. Two codes per line will not work.

DJMCA Codes in pairs:

1) DDDD = Judge Signature Date/ JJJJ = Judge Signature

2) MMMM = Mailing Date/ AAAA = Judicial Assistant Signature

3) RRRR = Reported and Recommended date /GGGG = GM or JHO signature

4) CCCC = Service List

E-Filing Map

Select a Filing Jurisdiction

Trial Court

☐ Pleading on Existing Case

☐ File Documents to Multiple Cases

☐ File Same Document to Multiple Cases (No Fees)

☒ Proposed Documents

[Read more about courts accepting Proposed Documents](#)

Seminole

Appellate Court

☐ Case Number Pending

☐ Case Initiation

☐ Pleading on Existing Case

File Now

Note: Portal communications will come from email address workflow@flcourts18.org make sure this email is not being blocked by your email server.

Submitting an Appendix in Seminole County **For “backup” documents**

1. Appendix must be a .pdf file
2. On the first page,
 - a. Make sure the **Case Number** is prominently displayed
 - b. Also make sure it reads: Appendix for [the name of the order it should follow]
3. Select “Order Appendix” (see image below) for the document type.

Add/Edit Document

Document #: New Document Filing Fee: \$0.00 [Clear](#)

Search: **WARNING:** Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. [Click here to see a video on how to Remove Metadata from Word Document.](#)
Enter Search criteria and tab or hit enter to filter the list

Cover Letter			
<input type="checkbox"/> Cover Letter			
Judicial			
<input type="checkbox"/> Risk Protection Order			
Judiciary			
<input type="checkbox"/> Order Appendices	<input type="checkbox"/> Proposed order		

1 - 3 of 3 items

Unopposed/Opposed: ☐ The proposed document is unopposed, or a default has been entered against the defendant(s). ☐ The proposed document is opposed.

Upload: [Browse...](#)

Document Title: [Save](#) [Cancel](#)

For Portal support use this link:

<https://www.mylcouraccess.com/Common/UIPages/Contactus.aspx>

SAMPLE PROPOSED ORDER

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

Case: 2020-DR-005726 K

Name,
Father/Petitioner,
vs.

Name,
Child/Respondent.

_____/

TEST TEST

THIS CAUSE having come before the Court on February 18, 2016, on the Father's Petition for Paternity and Timesharing and the Court having taken testimony and having considered the pleading, affidavits, exhibits and otherwise being fully advised in the premises, finds as follows:

1. The Court has jurisdiction over the subject matter and the parties.
2. The parties have one child in common:

Name
A.M.D.

Date of Birth
June 5, 2013

And pursuant to their being no dispute, paternity of the above child is established with the natural father, John Doe.

3. This Court has continuing jurisdiction over the children pursuant to the applicable Florida Statutes and the Uniform Child Custody Jurisdiction and Enforcement Act.

4. Florida is the home state and the state of habitual residence of the children. Accordingly, Florida is the sole jurisdictional state to determine child custody, parental responsibility, time-sharing, rights of custody, and rights of access concerning the children under the Parental Kidnapping Prevention Act (PKPA), under the Child Abduction Remedies Act (ICARA), and under the Convention on the Civil Aspects of International Child Abduction enacted at The Hague on October 25, 1980.

5. This Court heard testimony regarding the parties' requests for timesharing in this matter and during the Court proceeding the parties were able to realize the framework of an agreement on timesharing and parental responsibility.

DONE AND ORDERED in Sanford, Seminole County, this **DDDD**.

JJJJ

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that copies have been furnished via e-service only **MMMM**.
Moving party is responsible for service of all non-registered pro-se parties.

CCCC

AAAA

SAMPLE PROPOSED ORDER

Do not highlight the coding (DDDD, JJJJ, MMMM, CCCC, AAAA) in the order you submit.

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

**ADMINISTRATIVE ORDER NO.:
13-39-S**

IN RE: COUNTY COURT - SMALL CLAIMS PRE-TRIAL CONFERENCES IN PIP CASES

WHEREAS, it has been officially made known to me that it is necessary to the dispatch of business of the Seminole County Court, Eighteenth Judicial Circuit, Florida, that the Court efficiently utilize the services of the Clerk of the Court, the services of the Court's volunteer mediation services, and that the Court refrain from issuing duplicate orders in each applicable individual court case;

NOW, THEREFORE, I, John M. Harris, pursuant to the authority vested in me as Chief Judge of the Eighteenth Judicial Circuit Court of Florida under Florida Rule of Judicial Administration 2.215, order the following in all PIP cases filed under the small claims jurisdiction of the Court, and to continue until further order:

1. That the Clerk of Court shall cancel the Small Claims Pre-trial Conference/Mediation when the following conditions have all been satisfied:
 - A. The Plaintiff is represented by counsel;
 - B. The Defendant insurer is represented by counsel;
 - C. The Defendant's attorney timely files and serves a document entitled, "Notice of Appearance/Cancellation of Small Claims Pre-trial Conference/Mediation" (hereinafter referred to as "Notice of Appearance");
 - D. The aforementioned Notice of Appearance shall be deemed timely filed when it is hand delivered or provided by facsimile for filing to the Clerk of the Seminole County Court, Small Claims Pre-trial Division (fax number 407-330-7193) and served by hand delivery or facsimile to the Plaintiff's counsel, no later than 4:00 p.m., two business days prior to the date of the Pre-trial Conference/Mediation.
2. All of the Florida Rules of Civil Procedure are hereby invoked.

3. Prior to requesting hearing time on discovery issues, counsel shall refer to the most current version of the County Court Rules and Procedures. Prior to requesting hearing time on a discovery issue, counsel shall conduct a good faith effort to resolve or narrow the discovery issues.
4. The provisions of this Order may be modified by the trial court.

DONE AND ORDERED this 25th day of September, 2013.

JOHN M. HARRIS
JOHN M. HARRIS
CHIEF JUDGE

DISTRIBUTION:

All Circuit and County Judges (Seminole County)
Court Administration (Brevard and Seminole Counties)
Clerk of Court (Seminole County)
Office of the State Attorney (Seminole County)
Office of the Public Defender (Seminole County)
Sheriff of Seminole County
Seminole County Bar Association
Seminole County Law Library

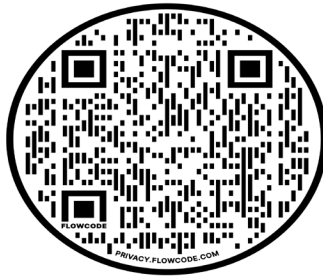
JUDGE BUIE'S VIRTUAL COURTROOM **MICROSOFT TEAMS**

Please note:

Judge Carsandra Buie's remote video hearings are held via Microsoft Teams. Seminole County Court does not utilize Zoom. 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.

JUDGE BUIE'S VIRTUAL COURTROOM ACCESS IS:

<https://fl18.org/j>



There is no need to contact the Judge's Judicial Assistant for either the link or permission to use the above link because all attorneys (**if both parties are represented by an attorney, both attorneys must agree to virtual appearance**), all parties, and all witnesses are permitted to appear virtually for all Hearings (**except Evidentiary Hearings**), all non-Jury Trials (**unless there is evidence**), and all other Court Proceedings (**OTHER THAN TUESDAY SC PRE-TRIAL CONFERENCES, INJUNCTIONS, SIMPLIFIED DISSOLUTIONS, EVIDENTIARY HEARINGS, SHOW CAUSE HEARINGS, LACK OF PROSECUTION HEARINGS, SHORT MATTERS/EX PARTE HEARINGS, NON-JURY TRIALS WITH EVIDENCE AND JURY TRIALS**). Furthermore, there is no need to submit a Motion or proposed Order for permission to appear virtually, as long as it is not an excluded proceeding (see above exclusions in bold).

Virtual appearances for Court Ordered Pre-Trial Conferences (this does not include Tuesday SC PTC's or PIP PTC's; these are PTC's set in a Trial Order) are not permitted unless there has been prior written approval by the Court and both attorneys agree to virtual. A Motion and Order must be submitted via e-file a minimum of ten business (10) days prior to the Court Ordered PTC. If the Judge grants your Motion, you must contact the Civil Case Manager (divisionsem@flcourts18.org) immediately, so the docket can be updated.

To reiterate: Virtual is NOT allowed for TUESDAY SC PRE-TRIAL CONFERENCES, INJUNCTIONS, SIMPLIFIED DISSOLUTIONS, EVIDENTIARY HEARINGS, SHOW CAUSE HEARINGS, LACK OF PROSECUTION HEARINGS, SHORT MATTERS/EX PARTE HEARINGS, NON-JURY TRIALS WITH EVIDENCE AND JURY TRIALS. Please do not contact the JA and ask to appear for these proceedings virtually.

NOTE: Teams works best if you download the free application. The dedicated link listed above leads 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.

For emergency purposes only, if you cannot connect, the backup telephone line is +1 386-310-1754 United States, Daytona Beach (Toll) Conference ID: 826 245 192#
Be advised your hearing may need to be continued if you call in.

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.

PROCEDURES AND INSTRUCTIONS FOR VIDEO TEAMS HEARING

WHAT YOU WILL NEED TO PARTICIPATE:

1. A laptop or phone with a camera and a microphone.
2. An internet connection. Wi-Fi or cellular is fine.

ONCE CONNECTED:

Before the hearing, make sure that you are properly named. Unidentified parties will not be permitted entry to the hearing.

When you sign in, be sure that the video and the audio are unmuted and that your camera is facing forward. The “mute” audio setting is usually found in the upper right corner of your video block.

No party or witness may use a virtual background, and the Court may require participants to share their surroundings to ensure that these procedures are followed.

The Judge will not be recording Court proceedings. If you want to record a proceeding, you must hire, schedule, and have present either in the courtroom or on the Court’s virtual link a licensed Florida Court Reporter. Any unauthorized recordings of proceedings are strictly forbidden.

ADMISSION TO HEARING:

1. Upon signing in, you will initially be placed in a “waiting room” for admission by the Hearing Host (the Court) and “admitted” into the hearing once your hearing is ready to begin.
2. Due to technical issues or scheduling, your hearing may not start on time. Nevertheless, you are expected to appear on time and remain in the waiting room until admitted.
3. **NO CHILDREN OR WITNESSES** shall be present with the party in the room while the hearing is occurring. Parties shall appear from a separate room with a door, and not from an open space in the office or home.
4. The use of technology requires a rigid rule of speaking one at a time. If you fail to respond to the Court’s requests to stop speaking out of turn, then you will be muted.
5. Courtroom decorum rules apply. All parties, witnesses, and attorneys shall be dressed appropriately, and each party who appears for hearing shall appear for court from a quiet and private environment.

INTERPRETERS

Because Domestic Relations and County Civil court are not considered “Due Process” Courts, interpreters are not provided. If a party or witness needs the assistance of an interpreter, then the litigant who needs the interpreter (or whose witness requires assistance) is responsible to provide the interpreter.

Rule of Judicial Administration 2.560(e) requires interpreters to be court certified unless there is “good cause.” The pandemic qualifies as good cause. If desired, a list of certified interpreters can be found here: <http://www.flcourts.org/resources-and-services/court-services/court-interpreting/find-an-interpreter.stml>

No minor child and no children (minor or adult) who are common to the parties shall be permitted to serve as an interpreter.

Please make sure that the chosen interpreter has an official form of identification (such as a driver's license or state identification card) so that they may be sworn in by the Court at the time of the hearing. Ideally, interpreters and the individual being assisted should have headsets for interpreting to be simultaneous, otherwise there may be delays in the hearing.

WITNESSES

1. In accord with the rule of sequestration, witnesses will not be permitted entry into the virtual hearing room until it is their turn to testify.
2. The start time of the hearing is not necessarily when witnesses will be called to testify. Witnesses need to anticipate being on standby for the duration of the hearing/trial.
3. Each party will be responsible for contacting their witnesses when it is time for them to log in to provide testimony. For shorter hearings, witnesses may remain in the "waiting room" to be admitted by the Court.
4. It is the responsibility of the party (or their attorney) to ensure that each of their witnesses have the necessary technology to participate in the remote hearing and an interpreter, if needed.

Witnesses SHALL NOT appear to testify from the same room as the attorney or self- represented party. Witnesses should participate in the videoconference hearing remotely from their own home or office, but at the minimum will be expected to be in a separate room with their own equipment.

Attorney Instructions for Uploading exhibits via Clerk's Case Records System

1. Open your internet browser and navigate to the Seminole Clerk's Case Records Search System.

<https://courtrecords.seminoleclerk.org/accounts/default.aspx>

2. Search for your case or see all your associated cases.

Search Civil Cases Criteria

Tip, Disclaimer & Restrictions Feedback

Litigant's Last Name: First Name:

Case Number:

Filing Date From:

Case Type & Case Category Selections Total Case Count New (48 hours)

Filter through your cases

3. You will either see the case summary or a list of cases depending on your choice above. If you see a list of cases, click on the case number to open case record.

Search Criminal Cases Criteria

Tip, Disclaimer & Restrictions

Last Name: First Name:

DOB:

Case Number: Show All My Cases

Clerk Filing Date From: Date To:

Case Type & Case Category Selections Total Case Count New (48 hours)

☒ CF-FELONY 133551 ☒ MM-MISDEMEANOR 302391 ☒ CT-CRIM. TRAFFIC 7289

☒ MO-MUNICIPAL 14 ☒ CO-COUNTY 27 ☒ IN-INFRACTION 39

Click on a case number to select it.
Some information is blacked out for privacy.

Records Found 343 Export Print

CASE NUMBER	NAME	TYPE	DOB	FILE DATE	CHARGES (Top Three)	JUDGE	STATUS	DUE
2021-0001-A	[REDACTED]	MM	11/10/1974	03/15/2021	FRAUD - SWINDLE D...	[REDACTED]	C	
2021-0002-A	[REDACTED]	MM	12/06/1980	03/12/2021	BATTERY TOUCH OR ...	[REDACTED]	C	
2021-0003-A	[REDACTED]	MM	04/28/1996	02/22/2021	DOMESTIC VIOLENCE...	[REDACTED]	A	\$ 114.45
2021-0004-A	[REDACTED]	CT	05/24/1995	01/15/2021	DRIVING UNDER THE UNLAWFUL SPEED	[REDACTED]	C	

4. Within a case record, if you are the attorney of record, you will see a Justice Scale icon (Blue Box Below) to the right of the case number. If you are the attorney of

record, you will see a new section below the Case Summary labeled **Upload to Judge (Red Box Below)**

Case Details - Summary

Case Number: [REDACTED] View Status: PUBLIC

Case Style: STATE OF FLORIDA Case Status: CLOSED

Case Type: [REDACTED]

Closed Date: 04/12/2021

UCN: [REDACTED] Division: [REDACTED]

Judge: [REDACTED] Clerk's File Date: 03/15/2021

Arrest Date: 03/14/2021 Speedy Trial Date: 06/14/2021 Waived? No

Agency: SEMINOLE COUNTY SHERIFF Agency Rpt Number: [REDACTED]

Case Bond Amount: \$ 0.00

Party Information

Charge Details

Upload To Judge

Dockets

Hearings

If you are the Attorney of Record, you will see the icon in Blue and have access to the tab indicated in Red

5. Open the Upload to Judge menu bar and select the Add Item button. You will see a pop-up box called Upload to Judge.
6. Enter the name/description of the document being uploaded.
7. Click on Choose File button.
8. A Windows File Explorer or MacOS Finder window will appear and allow you to select the document file for upload.
9. Click on Add button when ready to upload.
10. Repeat steps 5-9 to upload multiple documents

Upload To Judge

Attorney of Record (AOR) on cases may upload File Data (50 mb size limit) to be made available to the Judge. Data will not be stored in court records or made available to other attorneys. No indicator will be provided concerning the status of review by Judge.

Description: 100 Char max

Select File: Choose File | No file chosen

Add Cancel

View Status: PUBLIC

Case Status: CLOSED

Division: F

Clerk's File Date: 03/15/2021

Speedy Trial Date: 06/14/2021 Waived? No

Agency Rpt Number: 202100001468

Click the "Upload To Judge" tab and then select "Add Item" to start uploading your files. You can submit one at a time so you will need to click "Add Item" again if you need to upload multiple files.

Upload To Judge

Add Item

File Name	Description	File Size	Created
DockerQuickStart.docx	final demo	174 KB	01/13/2022 11:40 AM
fridgeCleanOut.docx	Word doc upload	5 MB	12/15/2021 10:41 AM
access-security-matrix-v9-november 2020.xlsx	spreadsheet upload	55 KB	12/15/2021 10:40 AM
ChangeOfAddress.pdf	PDF upload	150 KB	12/15/2021 10:39 AM

Dockets

Note: This process with support Microsoft Office Documents, Pictures and PDF's.