



JUDGE BUIE'S COUNTY CRIMINAL PRACTICE MANUAL

DIVISION "R"

**UPDATED:
April 9, 2024**

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HEARINGS - COURTROOM 4C IS DESIGNATED FOR JUDGE BUIE SCHEDULING

- 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.
- Hearings times are obtained by using the Judicial Automated Calendaring System (JACS). The time you pick must be before the Trial period (Docket Review) for that case. To determine if a date is before the Trial period, you can use the monthly calendars posted on the 18th Judicial Website at <https://flcourts18.org/attorney-citizen-resources/seminole-county-judge-carsandra-buie/>. If a different duration other than 15-minutes is needed, you must find consecutive slots that equal the amount of time needed (i.e. if you need 1-hour, make sure there are four consecutive 15-minute slots available).
- **To view available hearing time or dockets:**
 1. Go to <https://jacs.flcourts18.org/public>
 2. If you wish to view a docket: Under “Court Dockets”, click on “By Judge”, select “Judge Buie” and enter the date under “Filters”.
 3. If you wish to find available hearing time: Under “Time Slot Search”, click on “By Judge” and select “Judge Buie” to search for available hearing time.
 4. Review the Instructions at the top of the page.
 5. Under “Filters”, make sure all boxes say “All”. The available dates and times will be shown for each month.
- 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.
- The **Notice of Hearing** must specify the matter(s) to be heard. Include email addresses and phone numbers for all parties in your NOH. Submit the Hearing Notice via *e-filing* to the Clerk with copies to all parties involved. **Do not** send a copy to the Judge/JA.
- **Domestic Injunction Hearing times are NOT** listed 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.

CANCELLING

Only the party who scheduled a hearing may cancel the hearing. If a hearing is cancelled, it is the responsibility of the scheduling attorney to notify the Judicial Assistant to ensure that

the hearing is removed from the Court's docket. The hearing should be cancelled no later than five (5) business days before the scheduled date so that the time may be available for other attorneys. **Note:** If the hearing was scheduled at the Court's request, it may NOT be cancelled, and all parties must appear.

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 17-18 for instructions.

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.

DOCKET REVIEW

Is a mandatory in-person appearance for the Defendant and Attorney. No waivers of appearance are permitted.

FAILURE TO APPEAR - BY DEFENDANT

If a Defendant fails to appear for Docket Review, a warrant for his or her arrest may be issued.

FAILURE TO APPEAR - BY ATTORNEY

If an Attorney fails to appear for Docket Review and fails to procure adequate coverage by a licensed member of the Florida Bar in good standing, the case will be set for trial. The Attorney AND Defendant MUST appear for trial. Waivers of appearance will not be permitted in these circumstances.

EMERGENCY HEARINGS

Please contact the Judicial Assistant via email for judicial approval to schedule, only if it is a **TRUE** emergency. The Court will review the Motion and determine if it meets "emergency" criteria.

LANGUAGE INTERPRETERS

To request and schedule a language interpreter, please contact Court Administration (not the JA) one of the following ways: call 407-665-4945, use the interpreter request link on the 18th Judicial Website or email Interpreter.Seminole@flcourts18.org.

MOTIONS/ORDERS

MATTERS NOT REQUIRING A HEARING

Some matters do not require a hearing and a proposed Order may be submitted through the e-portal in Word format, along with a separately filed Cover Letter indicating no objection to the proposed Order; and/or with a properly filed Stipulation. The Motion shall also indicate that all interested parties have been contacted and their position must be indicated in the Motion. For any Motion, including Motions where the parties agree, the Court may enter an Order, or may require hearing, as is the discretion of the Court. Examples of matters not requiring hearing:

- Motions to Withdraw as Counsel when filed by The Office of the Public Defender or the Office of Civil Regional and Criminal Conflict Counsel when the Motion is based upon a conflict of interest, due to the representation of a co-Defendant, Witness, or Victim.
- Motion for Substitution of Counsel (Signed by Attorneys and the Defendant) and in compliance with Fla. R. Jud. Admin. 2.505(e)(2)

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 must be set for hearing. The proposed Order allowing withdrawal of counsel must reflect the following:

- The client's name, last known address, telephone number, and, if possible, e-mail address.
- A statement that all pleadings are to be furnished to the client.
- A statement that the client is responsible for notifying the Clerk of Court, in writing, within 5 days of any change of address.
- If new counsel has been retained by the client, then all information must be sent to the new attorney and their information must be included in your proposed Order allowing withdrawal.

This section does not apply to The Office of the Public Defender or The Office of Civil Regional and Criminal Conflict Counsel when the motion to withdraw is for reasons indicated under "Matters Not Requiring a Hearing."

MOTION TO CONTINUE PTC/DR/HEARING

The Motion must indicate the State's position. If unable to obtain the State's position, the Motion must indicate such. The Motion and Proposed Order must be e-filed at least five (5) business days in advance. **Untimely submissions may not** be addressed by the Court. If a Motion to Continue PTC/DR/Hearing and a proposed Order (properly coded) are filed and you receive the signed Order Granting a Continuance back before the PTC/DR/Hearing, you are excused. If you do not receive a signed Order Granting the Continuance back before the PTC/DR/Hearing, you are required to come to the PTC/DR/Hearing. **DO NOT email the JA and ask for the status and/or for the Order to be signed.**

MOTIONS FOR EARLY TERMINATION OF PROBATION

Motions for Early Termination of Probation must be filed with the Clerk of Court with copies to the State. The Motion must include verification from the Probation Officer that all terms and conditions of supervision have been satisfied, including costs, fines, fees, and restitution. The Motion must also include the State's position. The Court will not consider a Motion for Early Termination of Supervision if all terms, conditions, costs, fines, fees, and restitution have not been satisfied. The court cannot consider a Motion for Early Termination of Probation submitted by pro se litigants when these procedures have not been followed because the Court may not engage in ex-parte communications with a party. Pro se parties must contact their Probation Officer for the procedure to seek early termination.

PRO SE DEFENDANTS

Pro se Defendants are responsible for abiding by all applicable laws and rules of this State, including the Court's procedures. The Court may not engage in ex-parte communications with a party. Copies of any requests, letters, and motions must be served to the State. If the request, letter, or motion requires the court to rule, the State's position must be included in the request, letter, or motion. See Motion for Early Termination of Probation. Failure to include the State's position may result in a denial of the request, letter, or motion. The Court may otherwise require a hearing.

PROPOSED ORDERS

All proposed Orders must be submitted through the Clerk's E-portal in Word format as a "Proposed Order" (i.e. NOT as a "Pleading on Existing Case), and should be accompanied by a separately filed Cover Letter (if necessary, stating that opposing parties have reviewed the proposed Order and they have no objection to the form or content of the Order.) ***If it is not filed in Word format, it will be rejected.*** If it is an agreed Order, please state this in the opening paragraph or heading of the Order. ***Do not ask opposing parties to contact the Judge's office with objections to a proposed Order.*** **Do not** submit duplicate orders to the Court. You must wait until your Motion/pleading is accepted by the Clerk before e-filing the Proposed Order, to avoid rejection.

DO NOT submit Orders with blank spaces, submit the Order with the wording you want. The Court can make changes if needed.

If you are submitting an Order to Continue a PTC or Docket Review, include the next date, time, and location 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/>.

DO NOT email the JA with “courtesy copies” of a proposed Order, or to notify the JA that a proposed Order was e-filed.

REJECTIONS

The court will provide the reason why a proposed Order was rejected. Please make all necessary corrections and resubmit the proposed Order. Attorneys and their assistants are expected to read the reason for the rejection and to make any necessary corrections before resubmitting proposed Orders to the court. **Do not resubmit proposed Orders to the Court after receiving a rejection before curing any defect(s) indicated in the rejection. Do not contact the Court to request legal advice; the court cannot provide legal advice.**

SERVICE OF ORDERS

Moving party (attorney) is responsible for service of signed orders to all non-registered pro-se parties (meaning all persons that are not registered to receive pleadings via the e-portal). 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. A certificate of mailing said Orders shall be filed with the court no later than five (5) days after the Order is signed. DO NOT PRESUME THAT THE CLERK HAS SERVED YOUR ORDER TO AN INTERESTED PARTY OR PARTICIPANT IN A CASE.

FORMAT

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 on MMMM.

CCCC

AAAA

Use the following Certificate of Service in cases wherein one party is not registered in the e-portal.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that copies have been furnished via e-service on 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”)**

PRE-TRIAL CONFERENCE

FAILURE TO APPEAR - BY DEFENDANT

If a Defendant, whose appearance has not been waived in accordance with Fla. R. Crim. P. 3.180(a)(3), fails to appear for Pre-Trial Conference, a warrant for his or her arrest may be issued.

FAILURE TO APPEAR - BY ATTORNEY

If an attorney fails to appear for Pre-Trial Conference and fails to procure adequate coverage by a licensed member of the Florida Bar in good standing, the case will be set for Docket Review. The attorney AND Defendant MUST appear for Docket Review. Waivers of appearance will not be permitted in these circumstances.

VIOLATION OF PROBATION/ORDERS TO APPEAR

Violation of Probation Arraignments are a mandatory in-person appearance for the Defendant and Attorney. No waivers of appearance are permitted.

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

- Telephonic appearances are **NOT** permitted for any hearings.
- **Virtual appearances are NOT permitted** for any proceeding, unless prior approval is obtained, due to an emergency or extenuating circumstances. To request permission to appear virtually, absent emergency, a Motion and Proposed Order

must be submitted via e-file a minimum of five (5) business days prior to the hearing. The Proposed Order must state the date and time of the hearing, and the name of the party appearing virtually. Good cause must be presented in the Motion. If the Judge grants your Motion, you must contact the JA (lacey.billick@flcourts18.org) immediately, so the docket can be updated. It is the responsibility of the requesting party to obtain the virtual link. If the request is due to an emergency, email the JA for approval.

- **JUDGE BUIE’S VIRTUAL COURTROOM ACCESS IS:** <https://fl18.org/buie>



- If You receive approval to appear virtually, the attorney or party appearing virtually 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.**
- See attached “**JUDGE BUIE’S VIRTUAL COURTROOM INSTRUCTIONS**”

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. Or the Order may be uploaded to the e-portal after the Hearing.
- 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.

- Service of Orders – see page 6
- Format of Orders – see page 6-7

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.

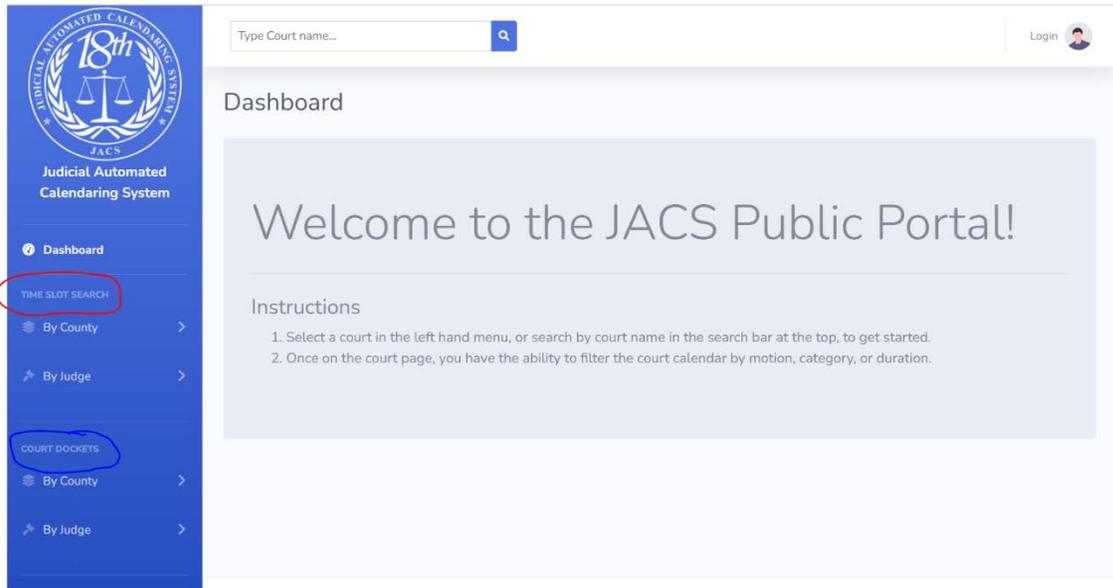
CONTACT INFORMATION

- Office Telephone: (407)665-4982 (Lacey Billick)
- Judicial Assistant’s email address: lacey.billick@flcourts18.org (**email is preferred**)
- Mailing address: 101 Eslinger Way, Sanford, FL 32773
- Courtroom is “4C”, unless otherwise designated by the Court (i.e. SC PTC, Arraignments, 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.”

These policies and procedures may be amended from time to time and should be referred to before contacting the Judicial Assistant regarding courtroom policies and procedures.

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



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 or 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 = General Magistrate or JHO signature
- 4) CCCC = Service List

The screenshot shows the 'E-Filing Map' interface. On the right is a map of Florida with counties color-coded: Seminole (red), Duval (orange), Alachua (green), and others. Blue numbers 1-5 are placed on the map: 1 points to Seminole County, 2 to Duval County, 3 to Alachua County, 4 to Duval County, and 5 to Alachua County. On the left, the 'Select a Filing Jurisdiction' section has 'Proposed Documents' selected with a red circle. Below it, a dropdown menu shows 'Seminole' selected with a blue circle. The 'Appellate Court' section has 'Case Number Pending' selected. A 'File Now' button is at the bottom.

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.

The screenshot shows the 'Add/Edit Document' interface. At the top, it displays 'Document #: New Document' and 'Filing Fee: \$0.00' with a 'Clear' button. Below this is a search bar with a warning message: '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.' The main content area is a list of document types under three expandable sections: 'Cover Letter', 'Judicial', and 'Judiciary'. The 'Judiciary' section is expanded, and the 'Order Appendices' checkbox is circled in blue. Other checkboxes in this section include 'Proposed order'. Below the list is a pagination control showing '1' of 3 items. At the bottom, there are radio buttons for 'Unopposed/Opposed', an 'Upload' button with a 'Browse...' link, and a 'Document Title' input field with 'Save' and 'Cancel' buttons.

For Portal support use this link:

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

SAMPLE PROPOSED ORDER

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

Case: 2024-MM-001234

STATE OF FLORIDA,

Plaintiff,

vs.

JOHN DOE,

Defendant.

_____ /

ORDER ON DEFENDANT'S MOTION TO CONTINUE

THIS CAUSE having come before the Court on Defendant's Motion to Continue filed herein on April 1, 2024, and the Court having considered the matter and being otherwise fully advised in the premises, without objection from the State, it is

ORDERED AND ADJUDGED:

1. Defendant's Motion to Continue is GRANTED.
2. The above-styled cause is continued from the April 9, 2024, Pre-Trial Conference Docket to the Pre-Trial Conference Docket of May 7, 2024, at 9:30 a.m. in Courtroom 4C, Seminole County Criminal Justice Center, 101 Eslinger Way, Sanford, Florida.

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

JJJJ

CERTIFICATE OF SERVICE

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

CCCC

AAAA

“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. If you require assistance please contact: ADA Coordinator at Seminole Court Administration, 301 N. Park Avenue, Suite N301, Sanford, Florida, 32771-1292; (407) 665-4227. NOTE: You must contact coordinator at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired in Seminole County, call 711.”

SAMPLE PROPOSED ORDER

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/buie>



Virtual is only allowed for emergencies/extenuating circumstances if prior approval is obtained.

To request permission to appear virtually, absent emergency, a Motion and Proposed Order must be submitted via e-file a minimum of five (5) business days prior to the hearing. If the Judge grants your Motion, you must contact the JA (lacey.billick@flcourts18.org) immediately, so the docket can be updated. If the request is due to an emergency, email the JA for approval.

To reiterate: Virtual is NOT allowed for any proceedings unless prior approval is obtained. Please do not contact the JA and ask to appear for any excluded proceedings, absent an emergency.

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: 826 624 232#
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.

CIVIL HEARINGS: The Judge will not be recording Civil 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

CRIMINAL: Interpreters are provided in Criminal Hearings, but the defendant/defense counsel must contact Court Administration prior to the hearing to schedule the interpreter.

DV and CIVIL HEARINGS: 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.” 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 THE 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>

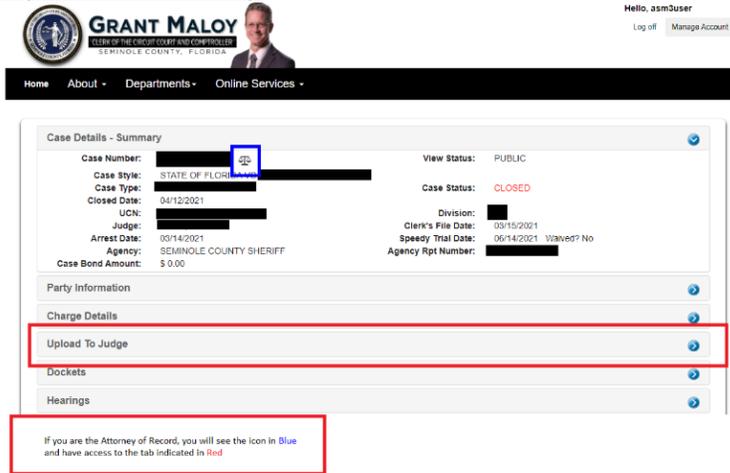
2. Search for your case or see all your associated cases.

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.

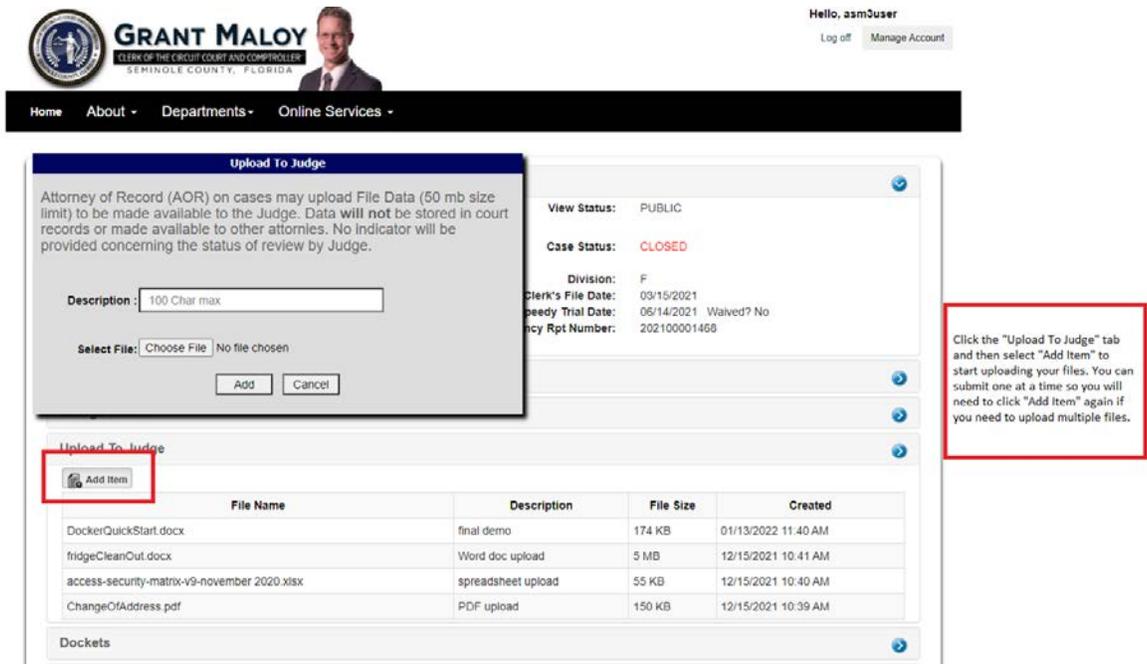
CASE NUMBER	NAME	TYPE	DOB	FILE DATE	CHARGES (Top Three)	JUDGE	STATUS	DUE
2021-00000-A	[REDACTED]	MM	11/10/1974	03/15/2021	FRAUD - SWINDLE D.	[REDACTED]	C	
2021-00000-A	[REDACTED]	MM	12/06/1980	03/12/2021	BATTERY TOUCH OR	[REDACTED]	C	
2021-00000-A	[REDACTED]	MM	04/28/1986	02/22/2021	DOMESTIC VIOLENCE...	[REDACTED]	A	\$ 114.45
2021-00000-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)**



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.



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