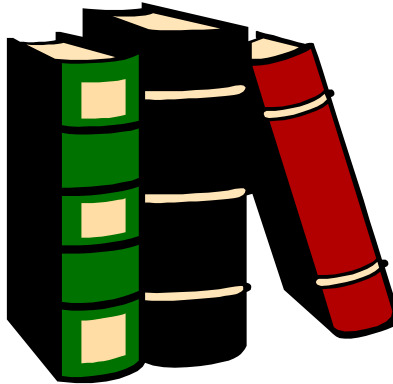


**EIGHTEENTH JUDICIAL CIRCUIT  
SEMINOLE COUNTY  
JUVENILE DIVISION B**



**ADMINISTRATIVE  
POLICIES AND PROCEDURES  
GUIDELINES**

**JUDGE MELANIE CHASE**

**SEMINOLE COUNTY JUVENILE JUSTICE CENTER**

**190 ESLINGER WAY**

**SANFORD, FLORIDA 32773**

**(407) 665-5342**

**JUDICIAL ASSISTANT: JENNIFER JONES**

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**UPDATED JUNE 2022**

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## **COURTROOM DECORUM**

### **ALL PARTIES AND COUNSEL SHALL EXERCISE PROPER COURTROOM DECORUM WHILE IN COURT**

- Shorts, tank or halter tops, undershirts, sunglasses, and hats are not permitted.
- The use of cellular phones in the courtroom is strictly prohibited.
- Any disruptive behavior in the courtroom may result in removal from the courtroom or contempt of court proceedings.
- **All parties and counsel should read and familiarize themselves with Administrative Order 09-06, Supersedes 92-116** regarding Courtroom Decorum and Procedure: <http://www.brevardclerk.us/administrative-orders?MonthDisplay=6&YearDisplay=2009>.

## **HEARINGS**

**1. SCHEDULING:** All parties are required to give a good faith assessment of the time needed for a hearing. Please contact the Judicial Assistant to obtain available dates and times for hearing. (**Jennifer.Jones@flcourts18.org**).

**Coordinating:** Reasonable attempts must to be made to clear a date with opposing counsel and all parties before scheduling a hearing. Several attempts on the same day is not sufficient. Please do not contact the Judicial Assistant to determine what a reasonable attempt is, or how much time is reasonable. This must be determined by the attorney.

**Pro Se Parties Only:** If the opposing party is *pro se* and contact information is available, please make at least two attempts to coordinate hearing time. If no response is received, then a hearing may be set unilaterally, provided that at least 14 days' notice is provided. If no contact information is listed in the Court file, it is not necessary to attempt to coordinate, but hearings should be set to allow at least 14 days' notice.

**Courtroom:** Delinquency hearings in are held in Courtroom 1.

Dependency hearings are held in Courtroom 2.

For Probate, Guardianship, and Mental Health hearings, please confirm courtroom with the Judicial Assistant.

**2. CANCELLING:** Only the party who scheduled a hearing may cancel that hearing. If a hearing is continued or cancelled, it is the responsibility of the scheduling attorney to file a Notice of Cancellation and advise the Judicial Assistant of the cancellation. Failure to notify the Judicial Assistant will keep that hearing time from being offered to other litigants.

**3. NOTICE OF HEARING:** A Notice of Hearing must specifically state the matter(s) to be heard, the date, time and place of the hearing, and must be e-filed with the Clerk. Any party scheduling a hearing shall provide notice to all other parties.

Adoptions: Notices of Hearing must be filed in both the DR and DP case(s). If the Notice of Hearing is not filed in the DP case, the hearing will not be placed on the docket by the Clerk.

Dependency / Delinquency: Notices of Hearing must be e-filed in order to be placed on the docket. If the Notice of Hearing is not e-filed, your hearing will not be placed on the docket.

Probate / Guardianship / Mental Health: After you have confirmed the hearing date and time with the Judicial Assistant, you must e-file a Notice of Hearing and email a copy to the Judicial Assistant at [Jennifer.Jones@flcourts18.org](mailto:Jennifer.Jones@flcourts18.org). For evidentiary hearings, the Notice of Hearing must indicate that the matter is an evidentiary hearing; otherwise, a clerk will not be available.

**4. TELEPHONIC OR VIDEO APPEARANCE:** Telephonic or video appearance at hearings is permitted. You must e-file a Motion to Appear telephonically, as well as, a proposed Order. The proposed Order must state the date and time of the hearing, the name of the party appearing by phone and a telephone number for the Court to call at the time of hearing. (See below for formatting and filing proposed Orders.) If multiple parties wish to appear by phone, the proposed Order must provide one telephone number (conference line) for the Court to call at the time of hearing. If a party appearing by telephone will be giving testimony, they must have a notary public present with them at the time of hearing so that he/she may be sworn in. Any party appearing by phone needs to stand-by for at least one hour from the time the hearing is set for the Judge's phone call.

**5. MATTERS NOT REQUIRING A HEARING:** Many issues do not require a hearing and a proposed Order may be submitted through the e-portal in Word format as an "Agreed Order," along with a separately filed cover letter indicating no objection to the proposed Order. Examples of matters not requiring hearing:

- Stipulated Modifications and Orders
- Motions for Substitution of Counsel
- Motions to Withdraw (with consent from client)

**6. EVIDENTIARY HEARINGS:** If you have scheduled an evidentiary hearing, please provide all evidence directly to the Clerk of Court at least ten (10) days prior to your hearing so that they can begin marking. These can be hand delivered or mailed directly to the Clerk at 190 Eslinger Way, Sanford, Florida 32773.

**7. HEARING MATERIALS:** Any materials that can be reviewed before a hearing should be submitted at least ten (10) days in advance. Materials can be submitted by hand delivery, U.S. mail or email to [Jennifer.Jones@FLCourts18.org](mailto:Jennifer.Jones@FLCourts18.org).

**8. PROBATE TRIALS:** Once you have noticed the case for trial, you must contact the Judicial Assistant to schedule a Case Management Conference before the Court to determine scheduling, witness/exhibit exchange, discovery cutoff, etc.

**9. MOTION FOR RECONSIDERATION:** Once you have filed your Motion for Rehearing/Reconsideration, please email a copy to the Judicial Assistant so that it can be reviewed and a determination made as to whether a hearing is necessary. If the Court requires a hearing, the Judicial Assistant will contact you to coordinate.

**10. MOTION TO WITHDRAW AS COUNSEL:** If the attorney is able to obtain a signed consent from the client, then the proposed Order may be submitted through the e-portal in Word format. If the attorney is unable to obtain a signed consent from their client, the motion must set for the reasons that counsel has been unable to obtain written consent. Please submit both the motion and proposed order through the e-portal in Word format. Please make sure the motion includes a Certificate of Service that the client was served. Any 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.

**11. MOTIONS *IN LIMINE* / PRE TRIAL MOTIONS:** All Motions *in Limine* and Pre Trial Motions *must be scheduled for hearing prior to the trial date.*

**12. WAIVERS OF APPEARANCE (Delinquency):** Attorney and client appearance may be waived at arraignment only with properly filed Notice of Appearance, Entry of Plea, Waiver, etc. All parties must be present at Docket Sounding.

## **ADOPTIONS**

**13. HEARINGS:** Please contact the Judicial Assistant for available dates to schedule adoptions.

## **ORDERS**

**14. PROPOSED ORDERS:** All proposed Orders should be submitted through the e-portal main page 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

the parties cannot agree, please schedule a hearing. Do not ask opposing parties to contact the Judge's office with objections to a proposed Order. If opposing parties have been forwarded a copy of the proposed Order, but have not responded within a reasonable time frame, you may state so in your cover letter if the motion was already heard before the Court. If the matter has not been heard by the Court, and you have not received a response from opposing parties, then it must be set for a hearing. Please do not submit proposed Orders until after your hearing. If the corresponding motion or petition to your proposed Order is not yet docketed in the Clerk's system, do not submit your proposed Order; it will be rejected.

\*\*\*When formatting, please include the following codes for the date and signature line of Orders:

DONE and ORDERED on DDDD in Chambers in Sanford, Seminole County, Florida.

JJJJ

\*\*\*Copies provided via e-service only. Moving party is responsible for service of all non-registered parties.\*\*\*

### **CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a true and correct copy of the foregoing was served via the Florida Court's e-filing portal on MMMM to the following:

CCCC

AAAA

### **MISCELLANEOUS**

- LANGUAGE INTERPRETERS: To request and schedule a language interpreter, please contact Court Administration at 407-665-4945. It is the responsibility of the attorneys and parties to ensure the attendance of an interpreter.
- When contacting the Court (via mail or e-mail), please copy all parties.