

Judicial Practices and Procedures

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Honorable Melanie Chase, Chief Judge
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A. Communications with the Judicial Office

- **Method of Communication:** All communications to the judicial office must be submitted by e-mail to jennifer.biron@flcourts18.org. The subject line must contain the case number, case name, and relevant matter (e.g., 2024-CF-001234-A– State of Florida v. Doe).
- **Ex parte Communications:** All communications with the judicial office must comply with Canon 3 of the Code of Judicial Conduct, which prohibits a judge from initiating, permitting, or considering ex parte communications and from considering other communications outside the presence of the parties concerning a pending or impending proceeding, unless authorized by law. All parties must be copied on any e-mail directed to the judicial office, unless an ex parte communication is authorized by law.
- **Unsolicited Communications:** Unsolicited communications from non-parties will not be considered by the court. Parties may only contact the judicial office in accordance with these practices and procedures.
- **E-Filing Portal Contact Information:** All attorneys and self-represented litigants must provide an e-mail address to receive signed orders electronically, unless excused. Fla. R. Gen. Prac. & Jud. Admin. 2.516. It is the responsibility of attorneys and self-represented litigants to update their contact information using Form 2.603 any time there is a change in

the e-mail account registered for electronic service.

- **Response to Inquiries:** The Judicial Assistant is not authorized to provide legal advice. If the Judicial Assistant is out of the office, an email will be provided for emergencies only.

B. Scheduling Procedures

- **Scheduling Hearings:** Hearings must be scheduled using the court's online scheduling platform, JACS (Judicial Automatic Calendaring System). If more than fifteen (15) minutes is needed, please reserve additional time slot(s) until the desired amount of time is reserved.
- **Notice of Hearing:** A notice of hearing must be filed and served immediately after reserving hearing time. All notices of hearing must contain the ADA notification required by Florida Rule of General Practice and Judicial Administration 2.540.
- **Cancelling Hearings:** The hearing must be cancelled via JACS. If you are unable to cancel the hearing, please contact Jennifer Biron at jennifer.biron@flcourts18.org. You must also file and serve a notice of cancellation on opposing counsel and any self-represented litigant.

C. Remote Appearance

- **Remote Appearance Procedure:** Requests to use communication technology for an appearance must be made by motion.
- **Platform Used:** The Court uses Microsoft TEAMS for remote appearances.
- **Platform Meeting ID#:** Contact the judicial assistant to obtain the platform meeting ID#.

D. Submission of Orders

- **Format:** All proposed orders must be submitted in Word Format. All proposed orders must be accompanied by a cover letter either (1) certifying that all parties agree to the order or (2) containing a statement identifying any disagreement of the parties as to the proposed order.
- **Submission Method:** Please submit all proposed orders through the e-portal

E. Other Division Procedures

- **ADA Accommodations:** If you are a person with a disability who needs any accommodation in order to participate in a proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator, Court Administration, 301 North Park Avenue, Sanford, FL 32771, telephone number (407) 665-4227 at least 7 days before your scheduled court appearance, if you are hearing or voice impaired, call 711.
- **Interpreter Requests:** If an interpreter is needed for a hearing or trial, please contact Court Administration. [SEMINOLE INTERPRETER REQUEST \(SOLICITUD DE INTÉRPRETE PARA SEMINOLE\)](#)