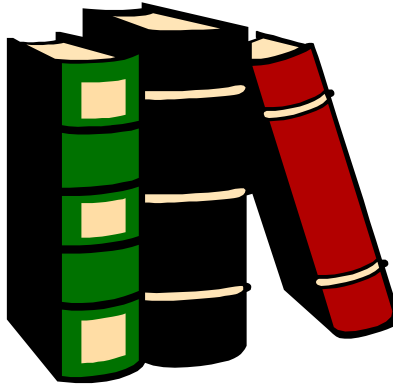


**EIGHTEENTH JUDICIAL CIRCUIT
SEMINOLE COUNTY
JUVENILE DIVISION P**



**ADMINISTRATIVE
POLICIES AND PROCEDURES
GUIDELINES**

JUDGE JOHN D. GALLUZZO

SEMINOLE COUNTY JUVENILE JUSTICE CENTER

190 ESLINGER WAY

SANFORD, FLORIDA 32773

(407) 665-5398

JUDICIAL ASSISTANT: STEPHANIE MAUSSER

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UPDATED SEPTEMBER 2020

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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 forbidden;
- The use of cell phones and/or pagers in the courtroom is strictly prohibited;
- The Judges have the authority to ban persons not appropriately dressed from participating in the proceedings;
- The Judge has the authority to hold you in contempt of court or expel anyone from the courtroom who hinders the orderly conduct of business;
- **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 JA to obtain available dates and times for hearing. (Stephanie.Mausser@flcourts18.org).

Coordinating: Reasonable attempts need to be made to clear a date with opposing counsel and all parties before scheduling a hearing. Several attempts on the same day is insufficient. **DO NOT** contact the JA 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 a telephone number is listed on any of their pleadings, **you must make two attempts on two different days to coordinate**. A message must be left on both days requesting them to call your office by the end of that business day to coordinate the hearing. If, at the end of the second business day, you do not receive a call back, then you may set a hearing unilaterally at least fourteen (14) days from the current date. If no phone number is listed in the Court file, then a hearing cannot be scheduled sooner than one month out to allow sufficient time for notice.

Courtroom: Judge Galluzzo holds Delinquency hearings in **Courtroom 1**, and Dependency hearings in **Courtroom 2**. For Probate, Guardianship, and Mental Health hearings **please confirm courtroom with the JA**.

2. CANCELLING: Only the party who scheduled a hearing may cancel a 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 THAT THE SCHEDULED HEARING IS CONTINUED OR CANCELLED SO THAT IT IS REMOVED FROM THE COURT'S DOCKET.

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 shall 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, your hearing will not be placed on the docket.

*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/time with the JA, you must e-file a Notice of Hearing and email a copy to the JA (Stephanie.Mausser@flcourts18.org).

4. TELEPHONIC APPEARANCE: Telephonic 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: Several matters 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; and/or with a properly filed Stipulation. Any other motion, the Court may enter an Order, or may require hearing, as in the discretion of the Court. Examples of matters not requiring hearing:

- Stipulated Modifications and Orders
- Motion for Substitution of Counsel (Signed by Attorney **and** Party)
- Motion to Enter an Agreed Order
- Motions to Withdraw (WITH SIGNED CONSENT FROM CLIENT – see below)

6. EMERGENCY HEARINGS: If you feel that your motion is an emergency and you need the Judge to stop what he is doing to hold a hearing within 24 hours, please contact the JA via email (Stephanie.Mausser@flcourts18.org) and attach the Emergency Motion for the Judge to review and determine.

7. 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.

8. HEARING MATERIALS: Should you wish for Judge Galluzzo to review materials or case law prior to a hearing, please submit via hand delivery or U.S. mail at least ten (10) days prior to your hearing.

9. 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.

10. MOTION FOR RECONSIDERATION: Once you have filed your Motion for Rehearing/Reconsideration, please email a copy to the Judicial Assistant so that the Judge can review and determine whether a hearing is necessary. If the Court requires a hearing, the Judicial Assistant will contact you to coordinate.

11. MOTION TO WITHDRAW AS COUNSEL: If the attorney is able to obtain a **signed consent** from their 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 be set for hearing with at least 5 days' notice to the parties. Please make sure the motion and Notice of Hearing has a Certificate of Service that indicates that they were served on the client. 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.

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

13. 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

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

ORDERS

15. 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.

IT IS NOT NECESSARY TO FOLLOW UP WITH AN EMAIL TO THE JUDICIAL ASSISTANT WITH “COURTESY COPIES” OF A PROPOSED ORDER, OR TO NOTIFY THE JUDICIAL ASSISTANT THAT A PROPOSED ORDER WAS E-FILED.

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

“DONE AND ORDERED this DDDD in Chambers in Sanford, Seminole County, Florida.

JJJJ”

MISC.

- **LANGUAGE INTERPRETERS:** To request and schedule a language interpreter please contact Court Administration at 407-665-4945;
- When contacting the Court (via mail or e-mail), please copy all parties