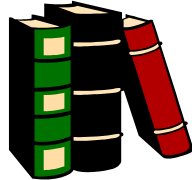


**EIGHTEENTH JUDICIAL CIRCUIT
SEMINOLE COUNTY
CIVIL/FAMILY – DIVISION W**



**ADMINISTRATIVE
POLICIES AND PROCEDURES**

JUDGE STACY

(Effective October 2019)

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HEARINGS

- 1. SCHEDULING:** All parties are required to give a good faith assessment of the time needed for the hearing. If other parties are waiting for their hearing, and your case goes over the time limit, your hearing will be terminated and rescheduled for a subsequent hearing. Fifteen (15), thirty (30) or sixty (60) minute hearing times are to be identified and scheduled online by using JACS. To use JACS, go to www.flcourts18.org, click on Schedule a Hearing(JACS) under Attorney & Citizen Resources. You will then see a spot that says click here for instruction on how to schedule hearing through the JACS calendaring system. Print out this document and follow to schedule.

If you need a hearing for more than one (1) hour, your motion will have to be placed on the **trial docket**. To be placed on the trial docket you need to contact the appropriate trial coordinator. (Family – Sandy Gorman (407) 665-4222; Civil – Kelley Rowland (407) 665-4203).

Coordinating: Reasonable attempts need to be made to clear a date with opposing counsel before scheduling on JACS. 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. JA cannot approve unilaterally set hearings. Three (3) “good faith” attempts over a one month period of time must be made before unilaterally setting a hearing. The Judge will determine “good faith” and failure to act with professionalism will be addressed by the Judge upon the Motion and Request for Relief Hearing.

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 three (3) attempts to coordinate on three (3) different days over a three (3) week period of time. A message needs to be left on those days requesting them to call your office by the end of that business day to coordinate the hearing. If at the end of the third business day you do not receive a call back, then you may set a hearing unilaterally online 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 (1) month.

Once your hearing is set on JACS, you will receive a confirmation number. Please print that confirmation page and attach it to your copy of the Notice of Hearing for your file. Please do not send a copy of the Notice of Hearing to the Judge, file the original Notice in the court file.

Motions: If you do not see the subject of your motion that you are trying to set for hearing listed in the drop down box when scheduling a hearing on JACS, please contact the JA for assistance. JACS will only allow you to select one motion in the drop down box. If you have more than one motion you wish to address on that date then the other motions need to be listed in the box that says “Additional Motions to be Addressed”. Please send a copy of the Motion to the JA after you e-file the original.

Courtroom: *Do not* select a courtroom in the drop down box. Leave the box blank as is. The Judge holds hearings in different courtrooms and this will limit your search. Judge Stacy is generally in **Courtroom H**, but occasionally the Judge holds Court in a different courtroom. If the Judge is not holding Court in in Courtroom H, there will be a sign on the courtroom door directing the parties where to go.

Select Role of Scheduling Attorney: If you get a prompt while trying to schedule your hearing stating you need to select a “role of the scheduling attorney” you need to log out of JACS and 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 where you input your case number for you to select whether your attorney represents the Plaintiff or Defendant.

2. TELEPHONIC HEARINGS: A motion and order must be Efiled at least 7 days prior to the hearing date. If granted, the Judge will contact the attorney for the hearing. The attorney’s first and last name, along with direct contact number, **must be listed** in the order. The attorney needs to stand by for three (3) hours from the time the hearing is set for the Judge’s phone call. ***No telephonic hearings should be set for Evidentiary Hearings. No more than two parties may appear by phone, unless a conference line is set up by one of the parties and that number is provided to the Court.***

3. CONTINUANCES: If a continuance of a hearing is requested by a party who did not set the hearing and the party who scheduled the hearing will not reschedule, then a Motion for Continuance may be presented at a noticed Short Matters hearing or at the time of the hearing. (*See below re: Short Matters/Ex Parte hearings*)

The attorney who scheduled the hearing needs to go on JACS and click on “Attorney & Citizen Resources” and then “Available Hearing Times (JACS).” Clear a new date with the opposing side. When you’re ready to reschedule, go on JACS and click “To Re-Schedule a Hearing” (*see above re: Scheduling*). Type in your confirmation number and hit “Reschedule.” Click the new coordinated date, and the hearing will be rescheduled and you will receive a new confirmation number for your records. An Amended Notice of Hearing needs to be prepared. Attach a copy of the confirmation page to your copy of the notice of hearing for your file copy of the Amended Notice of Hearing to the Judge, please file the original Notice of Hearing in the court file.

4. CANCELLING: Only the party who scheduled the hearing can cancel the hearing. The attorney who scheduled the hearing needs to go on JACS and click “To Cancel a Hearing.” Enter your confirmation number and click “Cancel Hearing.” You must follow up with the filing of a Notice of Cancellation in the court file. Attach a copy of the confirmation page to your Notice of Cancellation for your file. Please send a copy of the Notice of Cancellation to the Judge. **IF A HEARING IS CONTINUED OR CANCELLED, IT IS THE RESPONSIBILITY OF THE SCHEDULING ATTORNEY TO ADVISE THE JUDICIAL ASSISTANT THAT THE SCHEDULED HEARING IS CONTINUED OR CANCELLED SO THAT IT IS REMOVED FROM THE COURT’S CALENDAR.**

5. CROSS-NOTICING/PIGGY-BACKING: If you wish to add a motion to a previously set hearing date and do not need more time, you must contact the party who set the hearing and obtain permission to share their time. If you need additional time, you can either set a new hearing on JACS for that same date and time, if available, or have the party who set the original hearing cancel theirs and reschedule it for a timeslot with sufficient time for both hearings. Please make sure that Amended Notices and/or Cross-Notices of Hearing are filed with the Clerk to keep the file updated, and email a copy of your Amended Notice or Cross-Notice of Hearing to the Judge.

6. NOTICE OF HEARING: A Notice of Hearing must specifically state the matter(s) to be heard, the date the Motion was filed, and the time frame reserved i.e. 15 minutes, 30 minutes etc. A Notice of Hearing that states "All Pending Motions" is a nullity. Any party scheduling a hearing must provide notice to the other parties even if defaulted by the Court. If a Guardian Ad Litem is appointed in the case is not given notice of the hearing, the hearing may be subject to cancellation by the Court pending proper notice to the Guardian Ad Litem. Please do not send a copy of your Notice of Hearing to the Judge. Please file the original Notice of Hearing with the Clerk of Courts.

7. MATTERS NOT REQUIRING A HEARING: The following matters do not require a hearing and may be submitted through the Eportal to the court, stating that opposing counsel has reviewed the proposed order or stipulation and does not object to the court entering the relief requested.

- Appointment of Special Process Server
- Appointment of Special Magistrate to hear Uncontested Dissolution of Marriage
- Stipulated Modifications
- Stipulated Orders
- Motion for Substitution of Counsel (signed by attorney and party)
- Motion to Enter an Agreed Order
- Uncontested Cancellation and Rescheduling a Foreclosure Sale
- Motion to Vacate Foreclosure Judgment Because of Re-Instatement
- Default Judgment of Liquidated Amounts
- Motion to Withdraw (with signed consent from client)
- Uncontested Final Judgment for Dissolution of Marriage (with answer and waiver filed by respondent, and proof of residency)

8. EMERGENCY HEARING: If you believe your motion is an emergency (e.g. a child is endangered) and need the Judge to hold a hearing within 24 hours please file your emergency motion with the Clerk and contact the Judicial Assistant. You may also send a copy to the Judicial Assistant via e-mail with a Proposed Order. Once the emergency motion is reviewed by the Court, the Judicial Assistant will contact you to set the motion for hearing.

***Expedited Hearing:** If you need a hearing within five (5) business days, then your motion is not an emergency but an expedited motion, and you must contact the Judicial Assistant for hearing dates.

** An example of an emergency issue is a child endangered.*

9. SHORT MATTERS/EX PARTE: Short Matters/*Ex Parte* hearings are five (5) minutes or less. These hearings are scheduled on a docket, so you should contact the JA to schedule or Cancel. This ensures timely processing of your case. Before you notice your hearing, check the Judge's daily dockets to verify that they are being held that day. For specific dates, see JACS. The daily dockets are found by going online to our website, click "Attorney Resources," then "Available Dockets (JACS)," and select the Judge's name in the drop down box. Each day has a link that you click on to view the docket, and as long as it

indicates at the top of the docket that Short Matters/*Ex Parte* hearings are set at 9 a.m., then it is an available day to notice your hearing. Short Matters are not heard when the Judge presides over Civil Jury Trials. Unless the opposing side agrees to your motion and will not be appearing, it must be coordinated like any other hearing. Please send the JA via email a copy of the Notice of Hearing. Testimony is NOT permitted during Short Matters without prior Court approval.

Do not schedule contested residential foreclosure Motions for Summary Judgment for Short Matters.

10. TEMPORARY RELIEF FOR FAMILY CASES: Motions for Temporary Relief are scheduled before and conducted by the General Magistrate's office, (407) 665-4050. If the case has never been referred to the General Magistrate in the past, (this is determined from the time the case was first opened until now irrespective of the fact you were not the attorney at the time the case opened) and you do not wish to have the GM hear the motion then an objection must be filed in writing. Temporary Relief hearings before the Judge will be limited to 1 hour.

11. RULE TO SHOW CAUSE: 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 forwarded through the Eportal. If the Petition is granted at Short Matters/*Ex Parte*, the attorney may obtain a date for the Order to Show Cause on JACS. If the Petition is granted you will be notified via the Eportal and you may then schedule a hearing on JACS.

12. CONTEMPT:

Civil: Motions for Contempt in civil cases are scheduled on JACS.

Family: Motions for Contempt in family cases are scheduled with the General Magistrate's office, (407) 665-4050

If the case has never been referred to the General Magistrate in the past (this is determined from the time the case was first opened until now irrespective of the fact you were not the attorney at the time the case opened) and you do not wish to have the GM hear the motion then an objection must be filed in writing. Hearings before the Judge will be limited to 30 minutes.

13. UNCONTESTED DISSOLUTIONS OF MARRIAGE: Uncontested Dissolutions of Marriage can either be heard on the Short Matters calendar, (*see Short Matters/Ex Parte above*) or can be Efiled. If the Final Judgment is Efiled the cover letter needs to specify that all parties, *pro se* or opposing counsel, have reviewed the Final Judgment and have no objection. Be sure to include a copy of the answer and waiver as well as a copy of your client's driver's license. Also, if there are children involved, the Final Judgment needs to incorporate specifics on child support—i.e., how much, how it is to be paid, and how often.

If both parties are *pro se*, then they must fill out Form A (request for hearing) and the attached child support request, Parenting Plan and equitable Distribution Form, located on

the 18th Circuit website flcourts18.org under “Court Programs,” “Self Help (Represent Yourself) Pro Se,” and hand deliver or file it with the Clerk.

14.ADOPTIONS: These motions are set at Short Matters (*see Short Matters/Ex Parte above*). If both parties are *pro se*, then they must fill out Form A located on the 18th Circuit website under “Court Programs,” “Self Help (Represent Yourself) Pro Se,” and file it with the Clerk.

15.MOTION TO WITHDRAW AS COUNSEL: If the attorney is able to obtain a signed consent from their client, then the proposed order is to be sent via the Eportal for signature. The motion and signed consent are to be Efiled as well. If a signed consent is unable to be obtained, then the Motion is to be set at Short Matters with at least five (5) days’ notice to the parties. The proposed order allowing withdrawal of counsel must reflect the following:

- a) The client's name, address, telephone number and email address;
- b) Statement that all pleadings are to be furnished to the client;
- c) New counsel shall be retained within 30 days or the parties may presume the party is proceeding pro-se, and;
- d) Statement that the client is responsible for notifying the Clerk, in writing, within ten (10) days of any changes of address.

16.MOTION FOR SUMMARY JUDGMENT — RESIDENTIAL FORECLOSURE: Residential mortgage foreclosure Motions for Summary Judgment may be set on JACS or at Short Matters if uncontested, and 5 minutes or less is needed. See Foreclosure Procedures located on the 18th Circuit website at <http://flcourts18.org> under “Attorney & Citizen Resources.” Parties are not permitted to attend by phone without prior Court Approval. Contact Foreclosure Case Manager Lisa Hockenhull at 407-665-4296 for Trial Dates.

17.MOTION FOR REHEARING/RECONSIDERATION: Once a Motion for Rehearing/Reconsideration is filed with the Clerk’s office, you must also email a copy of the Motion and Order to the Judicial Assistant or our office will not know it has been filed. The Judge will either make a ruling on the motion without a hearing, and copies will be sent out, or the Judicial Assistant will contact your office to let you know to set a hearing on JACS. Do not set a hearing unless you receive approval first. The hearing is first the argument on the Motion for rehearing of the issue and; if the Motion is granted, the rehearing if time permits.

18.PETITION TO RELOCATE: Parties must comply with *Section 61.13001*, Florida Statutes. If a timely objection has been filed, and a party is seeking an expedited hearing

time on their motion for temporary relocation they must contact the JA or Family Trial Coordinator Sandy Gorman at 407-665-4222. Failure to contact the JA or Family Trial Coordinator to obtain an expedited hearing time will constitute a waiver of the time frames contained in the statute.

19.MOTION FOR CHILD PICK-UP ORDER: Without notice, a copy of the Motion for Child Pick-up Order, with justification for lack of notice, must be provided to the Judge either by hand delivery or email, with the appropriate proposed order. The order must have the heading, case number, division, and the parties' names filled out. If the Judge enters the order *ex parte*, a certified copy can be obtained through the Clerk's office for service, and a hearing will be indicated on the order as to the date and time for the parties to appear in court to present evidence.

The Judge may deny the *ex parte* request but set a hearing, and will notify you with an Order denying but providing additional information.

20.PROPOSED ORDERS: Proposed orders may be submitted through the e-portal. The e-portal does not accept cover letters. Therefore, whether the opposing party/counsel agrees or does not object to the entry of the order must be contained in the language of the order. All proposed orders will need to be submitted in **WORD FORMAT**. If the order is not submitted in word format the order may not be entered and will be rejected without notice.

If there is an objection and no agreement can be reached, then a hearing must be set. Do not ask opposing counsel to contact the Judge's office with objections to a proposed order. If opposing counsel has been forwarded a copy of the proposed order, but has not responded within a reasonable timeframe, you may forward the proposed order to the Court with a cover letter so stating, if the motion was already heard before the court. If the motion has not been heard before the court and you have not received a response from opposing counsel as to their position, then a hearing must be set.

If the other party is *pro se*, a copy of the proposed order is to be sent simultaneously to the *pro se* party and to the court with a cover letter stating that the *pro se* party must voice any objections in writing to the court within five (5) days.

21 MOTION FOR JUDICIAL DEFAULT: Motions for Judicial Default will not be signed without a hearing. If you are unable to obtain a Clerk's default, then a hearing must be set.

Judicial defaults should only be sought if you're unable to obtain a Clerk's default. When mailing in the cover letter, motion and proposed order please indicate in the motion why you are/were unable to obtain a Clerk's default. The Court may require a hearing after review of the motion.

22. HEARING MATERIALS: Please provide written hearing materials to the Court at least three days before, but not more than one (1) week before the hearing. Relevant portions of case law submitted to the Court may be highlighted if opposing counsels copies are as well.

23. FINAL JUDGMENT OF DISSOLUTION OF MARRIAGE:

A Final Judgment of Dissolution of Marriage must contain the following:

- (a) Appropriate paragraphs relating to any child issues, for example, support, timesharing, abatement of support, etc., if any. The Final Judgment cannot merely ratify and confirm the agreement. It must specifically state what is also in the agreement.
- (b) Signature page must contain text. It cannot only contain the "DONE AND ORDERED" clause or a line for the Judge's signature.
- (c) Certification that conformed copies are being forwarded to all counsel and *pro se* parties, giving their names and addresses and a place for the Judicial Assistant to sign and date.
- (d) A separate sheet with identification information of the parties—name, address, and the last four (4) digits of their social security number, as well as name and date of birth of children.
- (e) A separate paragraph regarding payments which are to be through the Clerk's office, similar to the following:

The husband/wife, _____ whose address is _____, shall pay child support in the amount _____ per _____, commencing _____, and on the ____ of each month thereafter, to the Clerk of the Circuit Court, Support Division, Seminole County Courthouse, Sanford, Florida (mailing address: P. O. Box 819, Sanford, FL 32772-0819), together with the statutory service charge of 4% of the payment or \$5.25 whichever is less. Payment can also be made to State Disbursement Unit (SDU) at P.O. Box 8500, Tallahassee, FL 32314. Payment shall be made in the form of cash, cashier's check, certified check, money order, or other payment form acceptable to the Clerk or SDU, and must include the case number, name of the payer and payee for proper identification.

Child Support payments shall continue until the minor child(ren) reach the age of 18 years, marries, dies, becomes emancipated, or otherwise ordered by this Court, whichever event shall occur first.

Each party shall inform the other and the Clerk of the Circuit Court immediately of any change of name or address,

- (f) If there are matters that cannot be completed by the Final Judgment or are ongoing, such as alimony, child support, security, etc., then the Final Judgment shall contain a statement that each party shall keep the other party advised of their current address and telephone number.
- (g) All Final Judgments of Dissolution of Marriage shall be accompanied by a final disposition form.

The attorney preparing the Final Judgment is to submit the proposed Final Judgment to opposing counsel for approval as to form and content prior to submission to the Court. All final judgments are to include a statement that opposing counsel has approved the form of the order. This applies if the proposed order is Efiled. If the attorneys cannot agree on the order, then a hearing must be scheduled.

TRIALS

1. FAMILY DIVISION:

FAMILY COORDINATOR

Sandy Gorman (407) 665-4222

(Contact regarding Pretrial Conferences & Trials)

Notice for Trial: A Notice for Trial stating that the cause is at issue must be filed with the Clerk's office, 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 shall include an estimate of the time required and whether the trial is on the original action or a subsequent proceeding. The case will then be forwarded to the Family Division Coordinator for review.

All pre-trial forms, such as the Equitable Distribution Request, Alimony Request, Child Support Obligation and proposed Parenting Plan shall be emailed to the Judicial Assistant two weeks before trial. The Trial is subjected to cancellation by the Judge if the forms are not submitted as required herein.

ALL CONTESTED CASES WILL BE REQUIRED TO ATTEND AND COMPLETE A MEDIATION SESSION.

Pretrial Conference: Orders Requiring Mediation, Setting Pretrial Conference, and Trial Date will be entered by the Court. Pretrial conferences will be conducted telephonically. Parties are to be available for at least one (1) hour from the stated time for a phone call from the Court. If the party is *pro se*, they must contact the trial coordinator before the pretrial conference with a phone number. A time certain trial time will be given during the pretrial conference. If it becomes necessary to place a case on the trial docket as a back-up, the parties will be notified of the actual time of trial no less than 24 hours prior to trial time. The Court will not address any pending motions at pretrial conferences.

Case Management Conference: A case management conference will be set if both parties are *pro se*. The case management conference will be conducted by the General Magistrate's Office. The General Magistrate will determine the status of the case, order the parties to attend mediation and ensure the parties meet full compliance with Chapter 61, Florida Statutes, prior to trial.

2. CIVIL DIVISION:

CIVIL COORDINATOR

Kelley Rowland (407) 665-4203; kelley.rowland@flcourts18.org
(Contact regarding Case Managements, Pretrial Conferences, & Trials)

Notice for Trial: A Notice for Trial stating that the cause is at issue must be filed with the Clerk's office, accompanied by either e-mail addresses or stamped, self-addressed envelopes to all counsel of record or *pro se* parties. If either e-mail addresses or envelopes do not accompany the Notice for Trial, the Court will take no action. The Notice shall include an estimate of the time required, whether the trial is to be by a jury or not, and whether the trial is on the original action or a subsequent proceeding. The case will then be forwarded to the Civil Division Coordinator for review. The Court will issue an Order Setting Case Management Conference, which is required for all cases requiring one day or more to complete. Cases requiring less time will simply be placed on a one or two-week trial docket.

Case Management Conference: The trial coordinator will conduct a Case Management Conference telephonically to determine the exact status of the case. Parties are to be available for at least one (1) hour from the stated time for a phone call from the trial coordinator. *Pro se* parties must contact the trial coordinator before the case management conference with a phone number if they wish to appear by phone. Parties will be required to strictly adhere to the Order Setting Case Management Conference and the Administrative Procedures. The trial coordinator may, at the time of the conference, schedule expert disclosure deadlines and/or set a pretrial conference and trial date.

Pretrial Conference: Pretrial conferences are automatically set for all cases. The Court will expect full compliance with the Order Setting Pretrial Conference and Trial Date. Unless specifically excused by the Judge, all attorneys/parties are required to attend the pretrial conference by phone, even if a time certain for trial has been set. The Court may designate counsel to send written notice to opposing counsel or *pro se* party who did not appear at the pretrial conference. The Court may address pending motions at this time if they are short in nature and the Court has the time to provide on that particular day.

Our Pre-Trial and Trial dockets are online at www.flcourts18.org/civil. At the bottom of the page, click on the judge's name that is assigned to your case and then click on each month to see the dockets.

Please check back regularly as cases settle and continue off the docket frequently. (Cases in red at the bottom of the docket.)

3. FORECLOSURE DIVISION:

FORECLOSURE COORDINATOR

Lisa Hockenhull (407) 665-4296; lisa.hockenhull@flcourts18.org

Notice For Trial: A Notice for Trial stating that the cause is at issue must be Efiled with the Clerk's office and must contain complete, current e-mail addresses to all counsel of record or pro se parties. The notice shall include an estimate of the time required. The case will then be forwarded to the **Foreclosure Division Coordinator** for review. The Court will issue an Order Setting the case for trial which is required for all cases. Should a case be greater than two hours, it may be rescheduled to the Court's Civil trial docket to complete. Otherwise, cases will simply be placed on a single docket for all foreclosure trials to be heard by any of the civil/family division Judges. The Court will expect full compliance with the Order Setting Foreclosure Trial.

CONTINUANCES: Opposed Motions for Continuance of Case Management, Pretrial, and/or Trial may be heard at Short Matters/*Ex Parte*. Any Motion for Continuance must be made in writing, signed by counsel for the parties, and shall state when the cause will be ready for trial. In ruling upon such motions, the Court will weigh the following factors:

- What are the legal grounds?
- When was the case filed?
- When was the case noticed for trial?
- Will the parties be prejudiced?
- Has the case been previously continued and, if so, how many times?
- Has there been compliance with the temporary support order?
- What is the condition of the Court's calendar?

HELPFUL PHONE NUMBERS

1. **Pro-Se Coordinator: Ernestine Mike 407-665-4554**
Assistant 407-665-4556

2. **Department of Revenue: 800-622-5437**

3. **Civil Trial Coordinator: Kelley Rowland- 407-665-4203**
Kelley.Rowland@flcourts18.org

4. **Family Trial Coordinator: Sandy Gorman- 407-665-4222**
Sandy.Gorman@flcourts18.org

5. **Foreclosure Coordinator- Lisa Hockenull- 407-665-4296**
Lisa.Hockenull@flcourts18.org

6. **Clerk- Family Division: 407-665-4357**

7. **Clerk- Civil Division: 407-665-4378**

Forms can be found on <http://flcourts.org/>

EFILE INSTRUCTIONS

The Seminole County Clerk of the Courts has an E-Portal for filing all court documents, the address is <https://www.mycourtaccess.com>. All documents must be filed in WORD format using the portal, eliminating the need to send anything to Judge Stacy or the Judicial Assistant via U.S. Mail or email.

If there is a **pro se litigant** then **you** are responsible for distributing copies to them after they are returned to you via the portal.

Please be advised that **orders must be submitted** via the Clerk of the Court's E-Portal and paper submissions via the **U.S. Mail will be returned**. All documents are visible online and the Court will view and access them there.

Guidelines for submitting online:

- **Please do not submit orders prior to a hearing (if one is set).**
- ***Please submit Orders as Agreed Order***
- **All orders must be submitted in Word format PDF Orders do not comport with the Clerk's System.**
- **If Proposed Order is not an Agreed Order, All cover letters explaining objections to Proposed Orders and Letters to the Judge can be Efiled or can be emailed to the Judicial Assistant anne.brezina@flcourts18.org.**

If you have any questions about e-filing please address them to the Clerk of the Court, who has requested all Motions, Orders, and Notices be filed through the Eportal.

JUDGE STACY'S COURTROOM DECORUM POLICY

The purpose of this policy is to state certain basic principles concerning courtroom behavioral and decorum. When appearing in this Court, unless excused by the presiding Judge, all counsel (including all persons at counsel table) shall abide by the following:

1. If able, Stand when Court is opened, recessed or adjourned. Stand when addressing, or being addressed by the Court. Stand when the jury enters or retires from the courtroom. When making opening statements, closing arguments or examining witnesses, do not approach either the jury or the witness without the Court's permission. Remain at the lectern unless using exhibits or charts.
2. Address all remarks to the Court, not to opposing counsel or the opposing party.
3. Avoid disparaging personal remarks or acrimony toward opposing counsel and remain wholly detached from any ill feeling between the litigants or witnesses.
4. Refer to all persons, including witnesses, other counsel and the parties by their surnames and not by their first or given names unless the permission of the Court is sought in advance.
5. Only one attorney for each party shall examine, or cross examine each witness. The attorney stating objections, if any, during direct examination, shall be the attorney recognized for cross examination.
6. Counsel should request permission before approaching the bench. Any documents counsel wishes to have the Court examine should be handed to the clerk. Any paper or exhibit not previously marked for identification should first be handed to the clerk to be marked before it is tendered to a witness for his examination; and any exhibit offered in evidence should, at the time of such offer, be handed to opposing counsel.
7. No exhibit, whether marked for identification or not, shall be held in any manner, or placed in any position in the courtroom, that would allow the trier of fact to see the exhibit unless it has been admitted into evidence and permission to publish the exhibit to the jury has been obtained from the Court.
8. In making objections, counsel should state only the legal grounds for the objection and should withhold all further comment or argument unless elaboration is requested by the Court.
9. In examining a witness, counsel shall not repeat or echo the answer given by the witness.
10. Offers of, or requests for, a stipulation should be made privately, not within the hearing of the trier of fact.
11. In opening statements and in arguments to the trier of fact, counsel shall not express personal knowledge or opinions concerning any matter in issue.
12. Counsel shall admonish all persons at the counsel table who make gestures, facial expressions, audible comments, or the like, as manifestations of approval or disapproval during the testimony of witnesses or at any other time. This behavior is absolutely prohibited.
13. Counsel shall refrain from attempting to make a re-argument after the Judge has ruled.
14. Counsel shall complete resolution negotiations and advise clients of their settlement options in advance of court hearings.
15. No Tobacco use in any form is permitted. No bottles, beverage containers, paper cups or edibles are allowed in the courtroom, except permitted by the Court. No gum chewing is permitted.

16. Cell phones and pagers should be turned off or in a vibrate mode. Computers should be used with audio off.

* **Accommodations will be made upon request.**

* **Please inform the Court of a need for accommodation and the Court will be happy to oblige if it is able and lawful to do so.**