

**COUNTY COURT, PINELLAS COUNTY, FLORIDA  
SMALL CLAIMS DIVISION**

Case No.

Plaintiff(s) Telephone: by self  
Email: by agent  
by attorney

VS.

Defendant(s) Telephone: by self  
Email: by agent  
by attorney

\* By providing your email address, you authorize the Court and the Clerk to communicate with you exclusively by email as permitted by law. \*

**PRE-TRIAL CONFERENCE ORDER AND NOTICE OF TRIAL**

**1. ISSUES:**

**DEFENDANT:**

denies liability and damage  
admits liability, denies damages  
has days to file Counterclaim,  
Third Party Claim Cross-claim

**2. PARTIES:**

advised of probable need for expert testimony from:  
advised of availability of subpoena power  
instructed they must provide to the opposing party, at least **10 days** before the trial date, a witness list and  
evidence list with a copy of all documents and other items to be used at trial

**3. EXHIBITS AND WITNESSES:**

Plaintiff: No. of Witnesses:  
Defendant: No. of Witnesses:

**4. SMALL CLAIMS PROCEDURES APPLY UNLESS MARKED BELOW:**

Full Civil Rules of Procedure  
Civil Rules limited to

TRIAL DATE: , FOR HOUR(s) before

**HEARING LOCALE: ZOOM INFORMATION TO BE PROVIDED SEPARATELY**

**DATED THIS DAY OF**  
Prepared in Open Court Prepared by Mediator/Administrator in Non-Mediator Administrative Capacity

**IMPORTANT — READ TRIAL INSTRUCTIONS ON SECOND PAGE**

PROVIDED TO:

PLAINTIFF

DEFENDANT

**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. Within two (2) working days of your receipt of this Pre-Trial Conference Order and Notice of Trial, please contact the Human Rights Office, 400 S. Ft. Harrison Avenue, Suite 300, Clearwater, FL 33756, (727) 464-4062 (V/TDD).**

## **IMPORTANT - READ CAREFULLY!**

YOU HAVE NOW ATTENDED A PRE-TRIAL CONFERENCE ON A SMALL CLAIMS ACTION. THIS WILL BE THE ONLY NOTICE YOU WILL RECEIVE CONCERNING WHAT YOU NEED TO DO TO PREPARE FOR YOUR TRIAL. **DO NOT LOSE THIS ORDER AND NOTICE OF TRIAL.** YOU ARE NOW SCHEDULED FOR A TRIAL AS LISTED ON THE REVERSE SIDE OF THIS PAPER, MAKE SURE YOU DO ALL OF THE FOLLOWING:

1. **NON-JURY TRIAL** - You are now scheduled for a non-jury trial before a County Judge.
2. **TRIAL DATE** - Do not forget your trial date. Failure to appear before the Court on the given date at the right time may mean you are the losing party and the other party wins.
3. **EXCHANGE OF LISTS** - You have been ordered to submit to the other party a witness and tangible evidence list. Failure to do so may cause Court sanctions against you, including, but not limited to, the refusal to hear the testimony of your witnesses or receive your papers and other tangible items into evidence.
4. **COUNTERCLAIMS** - If you are the Plaintiff (the one filing this lawsuit) and have been given a written notice that a Counterclaim has been filed against you in this lawsuit, this means that you are now being sued by the Defendant (the person you sued). Also, if, at your Pretrial Conference, the Defendant was allowed a certain number of days to file a Counterclaim, the Defendant must file that Counterclaim within that number of days from the date of this Pretrial Order. If the Defendant does that, the Defendant has a claim now pending against the Plaintiff. If at the time of the Trial, the Counterclaim has been properly filed, there are two lawsuits for the Judge to consider; the Plaintiff suing the Defendant, and the Defendant suing the Plaintiff. In the event that both claims, the Plaintiff's and the Defendant's, are settled by the Plaintiff and Defendant, both Plaintiff and Defendant should notify the Clerk of Court, Small Claims Division, in writing, that the cases are settled. It is not necessary for the Plaintiff and Defendant to appear in Court when both Plaintiff and Defendant have filed this written notice to the Clerk of Court. Payment of one claim, either Plaintiff's claim or Defendant's claim, has no effect as to the other claim, and that other claim will proceed to hearing on the listed trial date.
5. **TRIAL PREPARATION** - Bring **all witnesses** and **all documents** and **all other evidence** you plan to use to the Trial. There is only **one trial**; have everything ready and on time before the Court. If you were advised at the Pretrial hearing that you needed something for the trial, such as an expert witness (an automobile mechanic, automobile body repairman, a carpenter, a painter, etc.) or a particular document, make sure that you have that necessary person or evidence for the trial. Written estimates of repairs are usually not acceptable in Small Claims Court unless both parties agree that the written estimates are proper for the Judge to consider, or unless the person who wrote the estimate is present to testify in person as to how he arrived at the amounts on the estimate and that those amounts are reasonable in his particular line of business.
6. **SETTLEMENT** - If both parties agree on settlement before Trial, the Plaintiff must notify the named Judge by telephone. Thereafter, the Plaintiff must, **in writing**, notify the Court of the settlement. The Court will thereafter dismiss the case.
7. **ADDRESS AND/OR TELEPHONE NUMBER CHANGES** - All changes in mailing addresses and/or telephone numbers must be furnished in writing to the Court and to the opposing party.
8. **COURT REPORTER** - These non-jury trials are not automatically recorded. If you wish a record of the proceedings, you must contact an approved court reporter and arrange for payment of the court reporter. A list of approved court reporters is available at [www.jud6.org/LegalCommunity/CourtReporters/CertifiedCourtReportersList10082013.pdf](http://www.jud6.org/LegalCommunity/CourtReporters/CertifiedCourtReportersList10082013.pdf)
9. **ADDITIONAL INFORMATION** - Please understand that judges, judicial assistants, clerks of court and Sheriff Department employees cannot practice law or give you legal advice. Some information about the existence of certain procedures may be obtained from references available in the office of the Clerk of Court, Small Claims Division.