

Honorable Linda R. Allan

Section 13 – CIVIL Division

545 1st Ave. North #312

St. Petersburg, FL 33701

727-582-7917

Email for Section 13 – Section13@jud6.org

Scheduling Procedures & Other Helpful Information

(as of August 1, 2019)

Practice Preferences are in the works. However, until they are finalized, below are some scheduling procedures and other helpful hints for Section 13. Please note that this information is constantly evolving and many of the procedures below may differ once the Practice Preferences are finalized.

HEARINGS REQUESTED/SCHEDULED IN JAWS HAVE PRIORITY AND WILL BE CONFIRMED FIRST. If you sent an email to Section13@jud6.org for hearing dates and did not get a response from the JA with hearing dates or confirming a date, go to JAWS to schedule. If you are requesting over 60 minutes, your email will be answered by the JA after the judge has reviewed your hearing request. You may then also be directed to JAWS for dates and times.

I. SCHEDULING HEARINGS:

A. UMC, 15, 30, 45 and 60 minute hearings and Mass Mortgage Foreclosure Non-Jury Trials via JAWS:

Section 13 utilizes the Jaws System for scheduling UMC, 15, 30, 45 and 60 minute hearings and Mass Mortgage Foreclosure Non-Jury Trials (30 minutes or shorter). Please be advised some 60 minute requests may need to be reviewed by the judge before the hearing is confirmed.

See JAWS section below.

DO NOT FILE/SEND A NOTICE OF HEARING UNTIL YOU HAVE RECEIVED THE SECOND EMAIL/NOTIFICATION THAT YOUR HEARING REQUEST HAS BEEN CONFIRMED IN JAWS.

Please send our office a hard copy of the notice of hearing, motion(s) being heard and any supporting documents via US mail/courier/FedEx/hand delivery (not email), at least one week prior to hearing. If any party plans to provide a notebook for the hearing, please have it delivered to our office at least one week prior to the hearing.

B. More than 60 minutes:

For hearing requests longer than 60 minutes (including Mass Mortgage Foreclosure Non-Jury Trials 60 minutes or longer), please send your hearing request to section13@jud6.org. Please include the case number and the style of the case in the subject line and in the body of the email, indicate how much time you are seeking, the matter being set and the date it was filed. The judge will review your motion and request. If the judge agrees that amount of time is appropriate, the JA will email you first available dates and times along with specific scheduling instructions, or you may be directed to JAWS with additional instructions.

DO NOT SEND OUT A NOTICE OF HEARING UNTIL YOU RECEIVE AN EMAIL CONFIRMING THE DATE/TIME REQUESTED IS AVAILABLE AND THE HEARING HAS BEEN SCHEDULED.

Please send our office a hard copy of the notice of hearing, motion(s) being heard and any supporting documents via US mail/courier/FedEx/hand delivery (not email), at least one week prior to hearing. If any party plans to provide a notebook for the hearing, please have it delivered to our office at least one week prior to the hearing

C. CASE MANAGEMENT CONFERENCES FOR **JURY TRIALS:**

Once you have e-filed your “Notice Case is Ready for Jury Trial” (or similar notice), this Court requires a 30 minute CMC to set jury trial dates. Once the date has been confirmed in JAWS, please complete the CMC Order (included in these Temp Preferences or send an email to Section13@jud6.org to request the order) and mail back for the judge to sign along with the appropriate number of conforming copies and addressed stamped envelopes (with your firm’s address as the return).

D. CASE MANAGEMENT CONFERENCES FOR **NON-JURY TRIALS (NJT):**

This Court requires a 15 minute CMC to schedule non-jury trials, or 30 minutes if you prefer (mortgage foreclosure NJT are excluded and can be set without a CMC). Once the date has been confirmed, please complete the CMC Order (included in these Temp Preferences or send an email to Section13@jud6.org to request the order) and mail back for the judge to sign along with the appropriate number of conforming copies and addressed stamped envelopes (with your firm’s address as the return).

E. MORTGAGE FORECLOSURE NON-JURY TRIALS:

For Foreclosure NJT’s 30 minutes or less, schedule in JAWS (see Part B above for 60 minutes or longer). After the date has been confirmed in JAWS, please complete the Order Setting Non-Jury Trial (included in these Temp Preferences or send an email to Section13@jud6.org to request the order) by adding the **style of the case, case number, date and time of hearing, and service list**. You will then provide this office with the appropriate number of copies to provide an original to the Clerk of Court and copies to each of the parties that will receive notice. You will also need to include the appropriate number of self-addressed, stamped envelopes for each party receiving a copy of the Order. **The envelopes must contain YOUR FIRM’S RETURN ADDRESS or the packet will be returned unsigned.**

*****IF YOU ARE HOLDING ANY ORIGINAL MORTGAGE DOCUMENTS, DO NOT SEND THESE TO OUR OFFICE PRIOR THE TRIAL, BRING THEM WITH YOU TO THE TRIAL.*****

****Please review AO 2019-004. Note that our office specifically requests the attorney bring the judgment packets to the hearing (which is preferred, thank you).****

Please be sure your packet reflects the current interest rate at the time of the hearing. KEEP IN MIND THE RATE BELOW MAY DIFFER AT THE TIME OF YOUR HEARING. IT IS UP TO YOU TO CHECK AND USE THE CORRECT RATE IN THE JUDGMENT.

As of July 1, 2019 interest rate is 6.77%

Please see the attach link to the Chief Financial Officer website for more information:

<https://www.myfloridacfo.com/Division/AA/LocalGovernments/Current.html>

II. JAWS (Instructions):

Section 13 utilizes the JAWS system for scheduling UMC, 15, 30, 45 and 60 minute hearings and Mass Mortgage Foreclosure Non-Jury Trials. Please be sure to read these instructions before utilizing JAWS. For hearing requests over 60 minutes, see the above section I (Scheduling Hearings).

Scheduling Hearings:

The JAWS website is https://jawspinellas.jud6.org/jaws_attorney/login.aspx. Please select the "Section 13 – ALLAN" calendar to request your hearing date and time.

THIS IS ONLY A REQUEST FOR HEARING TIME.

You will receive a second email/notification from JAWS that the hearing has been accepted/scheduled by our office.

DO NOT SEND OUT A NOTICE OF HEARING UNTIL YOU RECEIVE A SECOND EMAIL/ CONFIRMATION FROM JAWS THAT THE DATE/TIME REQUESTED HAS BEEN SCHEDULED.

All Counsel/Associated Parties - It is the moving party's responsibility to confirm that all counsel/associated parties are in the JAWS data base to ensure all parties receive emails regarding the scheduling and cancellation of hearings. Failure to comply with this procedure can result in cancellation of your hearing. Attorneys only should be added as Associated Parties. Additional email addresses for notification may be added for staff under email address.

Hearing Room/Courtroom:

Unless you specifically request a courtroom, or anticipate more than 7-8 people attending, all hearings are held in Room 312. If you need a courtroom, send an email to Section13@jud6.org to request one, and please include the case number, case name, date and time of the hearing. Once one has been secured, you will get a confirming email.

III. ORDER SUBMISSION & COVER LETTERS = Mail and JAWS

A. COVER LETTERS:

1. The cover letter must include the Case Number and Case Name.
2. The letter should include express confirmation by a member of the Florida Bar that the proposed order is being submitted from a hearing “X” date, ex parte per AO (Administrative Order “Z”), or has been shared with all other non-defaulted parties, and that they have no objection as to its form or that they have failed to respond in a reasonable time with any specific objections. (If there **is** an objection, submit the order via mail with an explanatory cover letter.)
3. If your order is based on the judge's ruling after a hearing, state that fact and include the date of the hearing, the title of the motion and the date it was docketed.
4. If the parties cannot agree and are submitting “competing orders” the cover letter must explicitly state that.

B. ORDERS:

1. A Cover Letter must be submitted with all proposed orders (see above).
2. Orders should be submitted to the judge within five (5) days from the date of the hearing unless specified otherwise by the judge.
3. If the order is from a hearing, the order should include the hearing date.
4. Sufficient copies and stamped, addressed envelopes must be provided.
5. The Court **will not** hold ANY document or proposed Order awaiting objection from another party. (Only submit orders after agreed upon or if submitting competing orders.)
6. Orders should NOT have the “DONE AND ORDERED” and Judge’s signature and date standing alone on a separate page. Some part of the body of the Order should be included on signature page.
7. If the order is more than one page, include page numbers.
8. If submitting ex parte per AO, submit the proposed order for the relief you are seeking (granted/denied); do not submit as “Granted/Denied” to circle or leave blanks for the Court to fill in. Applications for Writs are the exception and should left blank for the Court to check.
9. For dismissals, do not forget to include or e-file a Final Disposition Form. **See Fla. R.Civ.P. 1.545**

C. ORDER = SUBMISSION & STATUS:

1. **MAIL (US Mail/Courier/Hand Deliver/ FedEx, etc.):** After following the instructions above for Cover Letters and Orders, everything should be mailed the judge along with the appropriate number of conforming copies and stamped addressed envelopes (with your firm's address as the return). If submitting per AO, include all of the necessary supporting documents.
2. **JAWS: Agreed upon orders** can be submitted via JAWS with a cover letter stating other counsel agrees to the entry of the order. Unless the order is from a hearing where the Court made a ruling, the upload must include everything the Court needs to sign the order (motions, stipulation, consent, etc.), otherwise, it may be rejected thus delaying the signing of the order. Below are basic JAWS instructions.
 - a. Cannot be submitted as Word documents, **must be PDF**.
 - b. JAWS submissions of proposed orders to the Court should consist of **two** uploads:
 - i. **Upload 1:** The Cover Letter, Motion and/or Stipulation (plus consents or any necessary supporting documents), Final Disposition Form (for dismissals); should be uploaded in the **Include Cover Letter section** as one PDF file. **Make sure you select SECTION 13.**
 - ii. **Cover letter must clearly state the order is agreed upon. If at a hearing, the judge specifically instructed the order be uploaded to JAWS, include that in the cover letter along with the hearing date to avoid having it rejected.**
 - iii. The cover letter should NOT include any language such as "...have your Judicial Assistant conform and mail/circulate copies" as that is not the case in electronic orders. Additionally, the JA does not electronically distribute orders. You must associate ALL parties and their email addresses and for parties that do not have e-service addresses, the moving party is responsible for providing hard copies to those parties and order should reflect that Plaintiff's/Defendant's counsel will mail the order to the parties not receiving it electronically. The submitting party should also file a Notice of Service of Order to reflect they have mailed the orders to those parties.
 - iv. **Upload 2:** The order or judgment to be reviewed and signed, and nothing else, goes in the Document Title section. Title the document and then upload the order in the "browse" section, again **as a PDF**.
 - v. Please do not submit orders with just the date and judge's signature on a page by itself, otherwise it may be rejected to correct the format.

- vi. PLEASE DO NOT SUBMIT BOTH HARD COPY AND VIA JAWS. Pick one way for submission or you run a very high risk of having 2 orders entered.
- vii. If submitting a dismissal, please be sure to include or e-file with the Clerk a Final Disposition Form. See Fla. R.Civ.P. 1.545.
- viii. It should never be necessary to make a duplicate upload as that creates many problems. ***If there is a problem with uploading, do not contact the JA, but contact the JAWS Help Desk, 727-453-4357.***

Electronically conformed copies will only be provided to the email addresses which have been associated to the case in JAWS. It is the responsibility of the party uploading a proposed order to confirm all email addresses have been added to JAWS including any Pro Se parties. The JA and the clerk DO NOT maintain the associated party data base.

- 3. **JAWS REJECTIONS:** It is the responsibility of the “uploading” party to be aware of the “rejection” notification when an uploaded order has been rejected in JAWS. Therefore the uploading party should include the email address(es) for the person/people in their office they want notified to ensure the rejection is received and corrected. Most common reasons for rejections are: 1) not submitted in PDF; 2) order is not agreed upon or no cover letter included clearly stating the order is agreed upon; and 3) order reflected incorrect judge.
- 4. **STATUS:** After first checking the Clerk’s docket, please allow the Court at least 10 days to review non- emergency matters before requesting status of your case. Our office strives to remain current in reviewing and processing proposed orders but occasionally circumstances may delay this.

IV. OTHER GENERAL PREFERENCES & PROCEDURES:

- A. **ADDING MOTION(S) TO EXISTING HEARING:** You must seek permission of the Court to add ANY motion to an existing hearing. Before you contact the Court, check with other counsel to see if there are any objections, then email the Court to see if you can add the motion(s). Be sure to include: a) the case name & number, b) date and time of hearing, c) title of motion and date of filing, and d) if any party has an objection to adding it. Only if confirmed by the Court should you file an Amended Notice. Motions added without permission of the Court will not be heard.
- B. **CASE SETTLEMENTS:** **Immediately** contact the office and/or send an email to Section13@jud6.org to cancel any upcoming hearings, pre-trial conferences or trials that may be scheduled.

- C. **COURT REPORTER:** The attorney should know prior to the hearing if one has been ordered and if so, should wait to start the hearing until the Court Reporter has arrived. If a Court Reporter has been ordered for a hearing that is cancelled, contact the Court Reporter immediately to advise of the cancellation.
- D. **COURT TECHNOLOGY:** The courtrooms are equipped with electronic technology. Anyone wishing to utilize court equipment must contact the IT Department first. The link below has more information:
<http://www.jud6.org/ContactInformation/TechnologyOffice.html>
- E. **CROSS NOTICE HEARINGS:** Any motion added to an existing hearing and cross-noticed for same *without* approval of the Court will not be heard (see above section regarding Adding Motions).
- F. **FAX / E-MAIL POLICY:** This office **does not** accept any correspondences, motions or orders via email and/or fax, unless explicitly instructed to do so.
- G. **E-PORTAL FILINGS:** Documents filed through the e-portal are NOT provided to the Judge's office. If you want the Judge's office to review anything, you **MUST SEND A HARD COPY DIRECTLY TO THE JUDGE by regular mail or other delivery (not email)**. Do not send proposed orders through the e-portal.
- H. **EMERGENCY MOTIONS:** **Our system is not paperless! E-filing with the Clerk does not put anything into the judge's hands.** When attorneys e-file an emergency motion, the documents are processed by the Clerk however, the Clerk does not forward the motion to the judge's office therefore, the Judge and JA are not aware of the filing. It is the **attorney's responsibility** to submit a HARD of the motion copy by US Mail, hand delivery or other expedited delivery to the Court for determination of emergency status. Additionally, the Court cannot act on an emergency motion until it has been e-filed and posted on the docket. If granted, a hearing will be set at date and time the Court dictates. If counsel is not available at the time the Court picks for hearing then it is not an emergency. Opposing counsel/party is to be provided with Motion in same manner as the Court, unless reasons for no notice stated.

If the section judge is unavailable to review the Emergency Motion, the attorney should go to the Emergency/Duty judge regardless of whether or not the duty judge is assigned to the civil section.

DO NOT EMAIL DOCUMENTS TO THE JA UNLESS SPECIFICALLY REQUESTED TO DO SO.

- I. **HEARING CANCELLATIONS:** Please do not cancel a hearing without notification to and by agreement of the parties. A Notice of Cancellation must be e-filed with the Clerk of Court. Please notify the JA of the cancellation by sending

an email to Section13@jud6.org with "CANCELLATION" in the subject line. If you ordered a Court Reporter, please remember to cancel their service.

J. **MOTIONS**: Motions must be filed and **posted on the docket before** scheduling any hearing:

1. **MOTION TO COMPEL**: Pursuant to Administrative order 2017-072, when a Motion to Compel alleges a complete failure to object or respond to discovery, and there has been no request for extension, an ex parte order, without hearing, may be entered requiring compliance with the original discovery demand within (10) ten days of the signing of the Order. Movant shall include a COPY of the good faith effort communication and **YOU DO NOT NEED TO ATTACH** copies of the subject discovery request in the copy of the Motion that you submit to the Judge for review: however, the rules do require you to file a copy of the Motion that is filed through the e-portal. Submit the ex parte packet **10 days AFTER** you have submitted the motion, to allow time for the party to respond. The Court will NOT pend these for the 10 days and will return everything to the moving party.
2. **MOTIONS FOR EXTENSION/ENLARGEMENT OF TIME**: Motions for Extension/Enlargement of Time to Respond to the Complaint and Motions for Extension of Time to Respond to Discovery do not get set for hearing. The availability of hearing time on our calendar currently is such that it would render a hearing time on any motions for extension of time as moot.

You are REQUIRED to show professional courtesy in providing an Order to this office allowing for at least a 20 day extension of time for either discovery or responsive pleadings to be filed.

The proposed Order shall be accompanied by a cover letter setting forth that the submitting party has no objection to the entry of an Order allowing an extension of time for the specified amount of days.

If at the end of that extension the requested discovery, responsive pleading or answer is not provided, the requesting party may then file a Motion to Compel or for Contempt which **MUST BE SET FOR HEARING WITH NOTICE TO ALL PARTIES, INCLUDING** language that an extension has already been provided and the time has passed.

3. **MOTION FOR JUDICIAL DEFAULT**: In the cover letter include dates of Clerk's default or reason Clerk would not enter a default. Please submit the Default packet **10 days AFTER** the motion has been filed, to allow a party to respond. The Court will NOT pend these for the 10 days and will return everything to the moving party.

4. **MOTION FOR REHEARING AND RECONSIDERATION:** When attorneys e-file a Motion for Rehearing/Reconsideration, the documents will be processed by the Clerk however, the Clerk does not forward it to the judge's office therefore, the Judge and JA are not aware of the filing. It is the responsibility of the moving party to efile/file the motion with the Clerk and **provide a HARD copy of the motion to the Judge** via US Mail, hand delivery or other delivery, to ensure that it comes to the Judge's attention (NOT email). These Motions are not automatically set for hearing and must first be reviewed by the Judge. If the Judge determines a hearing is required, the JA will contact the moving party to schedule one.
5. **MOTION TO SET TRIAL/NOTICE CASE IS READY FOR TRIAL:** There is no need to mail our office a copy of the Motion to Set Trial/Notice Case is Ready for Trial. Once you have e-filed the notice and it has posted on the docket, the judge requires a case management conference (CMC) be scheduled so you can schedule one in JAWS (see JAWS section above). When scheduling, please specify if it is a Jury Trial or Non-Jury Trial. Unless it is specifically requested or the judge determines one is necessary, a CMC is not required for a Mortgage Foreclosure Non-Jury Trial.

K. **SUBSTITUTION OR WITHDRAWAL OF COUNSEL:**

1. **Substitution** - Fla. R. Jud. Admin. 2.505(e)(2) requires that the client agree **in writing** to substitution of counsel. **Proposed Orders Approving Stipulations for Substitution of Counsel submitted without the written consent of the client will not be signed by the Judge.**
2. **Withdrawal** - Unless consented to in writing by client and all parties, must be set for hearing. Fl. R. Jud. Admin. 2.505(f)(1). The Court will consider proposed orders for withdrawal of counsel if accompanied by stipulations for same signed by all parties and includes client consent. Fl. R. Jud. Admin. 2.505(f)(1). Otherwise a motion and hearing will be required. When the withdrawal of counsel will result in a party being without counsel, the proposed order **must** contain the complete contact information for the party (i.e. address, phone number, e-mail address, etc.). Proposed orders without this information will be returned.

V. MORTGAGE FORECLOSURES

Administrative Order 2019-004 is the most recent Mortgage Foreclosure Procedures for the 6th Circuit. **Please review it carefully.** This Court is implementing Section III (B): Motions decided on Written Submissions, however, if after reading the written submissions, the Judge may determine a hearing is necessary and the parties will be instructed to schedule one. Pretrial non-evidentiary matters will be decided without a hearing, unless the Court desires a hearing, whereupon Counsel or any Pro-Se party will be notified. For all pre-trial non-evidentiary matters which have not yet been set for hearing, but have been filed, follow the procedures and time limits in Section III (B).

To Cancel a Foreclosure Sale: When a Motion to Cancel Sale is filed by Plaintiff, this does not require a hearing (MUST comply with Administrative Order 2019-004). Please submit the following to our office **via US Mail or hand delivery**.

Copy of the Motion
Proposed Order
Postage – Paid, addressed envelopes for all parties on service list.

We do not accept documents via email or facsimile.

To schedule a Non-Jury Foreclosure Trial: 30 minutes or less, please see the JAWS section above, MASS MORTGAGE FORECLOSURE NON-JURY TRIAL. For 60 minutes or more, please send an email to Section13@jud6.org. You may be directed to schedule in JAWS after time has been opened for you. The documents below must be posted on the docket prior to scheduling. Once confirmed, the moving party must complete the Order Setting Non-Jury Trial Jury Trial (included in these Temp Preferences or send an email to Section13@jud6.org to request the order) by adding the **style of the case, case number, date and time of hearing, and service list**. Then provide this office with the appropriate number of copies, an original for signature and filing with the Clerk of Court and copies to each of the parties that will receive notice. You will also need to provide us with self-addressed, stamped envelopes for each party receiving a copy of the Order. **The envelopes must contain YOUR FIRM'S RETURN ADDRESS or the packet will be returned unsigned.**

1. Copy of the Notice for Non-Jury Trial (**indicating amount of time requested**)
2. Copy of Certificate of Compliance Verifying Readiness for Foreclosure Non-Jury Trial (see attached – **NO OTHER FORM WILL BE ACCEPTED**)

Scheduling a Hearing on a Foreclosure Motion for Summary Judgment:

UMC and 15 minutes hearing times are scheduled through JAWS. *See JAWS section.* If you need more than 30 minutes for your Foreclosure MSJ, send your hearing request to section13@jud6.org. Please include the case number and the style of the case in the subject line and in the body of the email, indicate how much time you are seeking, the matter being set and the date it was filed. The judge will review your motion and request. If the judge approves, the JA may then direct you to JAWS with additional instructions.

ABSOLUTELY NO TELEPHONIC HEARINGS PERMITTED FOR MOTIONS FOR SUMMARY JUDGMENT. ALL PARTIES MUST APPEAR IN PERSON.

*****IF YOU ARE HOLDING ANY ORIGINAL MORTGAGE DOCUMENTS, DO NOT SEND THESE TO OUR OFFICE PRIOR THE TRIAL, BRING THEM WITH YOU TO THE TRIAL.*****

****Please review AO 2019-004. Note that our office specifically requests the attorney bring the summary judgment packets to the hearing (which is preferred, thank you).****

Please be sure your packet reflects the current interest rate at the time of the hearing. KEEP IN MIND THE RATE BELOW MAY DIFFER AT THE TIME OF YOUR HEARING. IT IS UP TO YOU TO CHECK AND USE THE CORRECT RATE IN THE JUDGMENT.

As of July 1, 2019 interest rate is 6.77%

Please see the attach link to the Chief Financial Officer website for more information:

<https://www.myfloridacfo.com/Division/AA/LocalGovernments/Current.html>

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PINELLAS COUNTY, FLORIDA
CIRCUIT CIVIL NO: _____

Plaintiffs,

v.

Defendant(s).

_____ /

ORDER SETTING CASE MANAGEMENT CONFERENCE

Pursuant to the rules of Civil Procedure, the above-styled cause is hereby scheduled for Case Management Conference before the **HONORABLE JUDGE LINDA R. ALLAN**, at the **St. Petersburg Judicial Building, 545 First Avenue North, Room 312**, in St. Petersburg, Florida, on _____ at _____ for _____ **minutes** or as soon thereafter as counsel may be heard. This Case Management Conference is being held for the purpose of reviewing the progress of this action, scheduling of future hearings and/or addressing such other matters which may be pending in this cause. **Counsel for the Plaintiff(s) and Defendant(s) shall have their respective calendars available for the purpose of coordinating and setting of a Pre-Trial and Trial**, if applicable.

DONE AND ORDERED in Chambers, at St. Petersburg, Pinellas County, Florida, on this _____ day of _____, 20_____.

LINDA R. ALLAN
CIRCUIT JUDGE

Copies to: (include your service list)

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PINELLAS COUNTY, FLORIDA
CIRCUIT CIVIL NO. -CI-13

PLAINTIFF,

VS.

DEFENDANT(S).

_____ /

ORDER SCHEDULING NON-JURY TRIAL

THIS CAUSE being at issue and the Court being otherwise fully advised in the premises,
it is,

ORDERED AND ADJUDGED that a Non-Jury Trial in the above-styled cause is hereby scheduled for _____ at _____ before the Honorable Linda R. Allan, at the St. Petersburg, Courthouse, 545 First Avenue North, Room 312, St. Petersburg, Pinellas County, Florida. **All parties named herein and their counsel, if any, shall appear for the Non-Jury Trial, in person. The Court will have only an electronic file available at the Non-Jury Trial. It is counsel's responsibility to obtain the hard copy court file and/or any original hard copy documents from the Clerk's office that may be needed at trial. Failure to make prior arrangements for these documents to be available at trial will not be grounds for a continuance.**

It is further

ORDERED AND ADJUDGED that at least 30 days before the Non-Jury Trial, counsel for all parties, and any pro se party, must serve a list of the names and addresses of all lay and expert witnesses who are expected to testify at trial, whether for substantive, collaborative, impeachment or rebuttal purposes, as well as a list of all exhibits which are expected to be admitted at Trial, whether for substantive, demonstrative, collaborative, impeachment or rebuttal purposes. Witnesses and exhibits which are not listed as described above may provide testimony or may be admitted at trial only upon stipulation of all parties or as allowed by order of the Court.

DONE AND ORDERED in Chambers, at St. Petersburg, Pinellas County, Florida on this _____ day of _____, 20_____.

LINDA R. ALLAN
CIRCUIT JUDGE

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. Please contact the Human Rights Office, 400 S. Ft. Harrison Ave., Ste. 300, Clearwater, FL 33756, (727) 464-4062 (V/TDD) at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

SERVICE LIST (include your service list)