

HONORABLE GEORGE M. JIROTKA  
CIRCUIT CIVIL SECTION 15  
PINELLAS COUNTY COURTHOUSE  
315 COURT STREET, ROOM 421  
CLEARWATER, FL 33756  
(727)464-3636  
[section15@jud6.org](mailto:section15@jud6.org)

Judicial Practice Preferences  
Circuit Civil  
(Revised February 2019)

**IN ORDER TO PROVIDE YOU WITH THE BEST SERVICE POSSIBLE, THE COURT  
HANDLES ALL COMMUNICATION BY EMAIL**

Counsel are encouraged to acquaint themselves with the Standards of Professional Courtesy for the Sixth Judicial Circuit [Administrative Order 2015-056 PA/PI-CIR](#) and the [Sixth Judicial Circuit Local Rules](#).

**HELP FOR PARTIES WITHOUT ATTORNEYS**

The Court/Judicial Assistant CANNOT answer your legal questions or “explain” things. Your opportunity to speak to the Court happens in Court only. The Clerk of the Court has a Self Help Program for self-represented litigants in the Pinellas County Courthouse and the St. Petersburg Judicial Building. Gulfcoast Legal Service can be reached in Clearwater at (727)443-0657 or in St. Petersburg at (727)821-0726. Bay Area Legal Services for Clearwater and St Petersburg at (727)490-4040 or (800)625-2257. Lawyer referral services of the Clearwater and St. Petersburg Bar Associations are at (727)461-4880 and (727)821-5450, respectively.

**TO SCHEDULE HEARINGS:** Email your request to [section15@jud6.org](mailto:section15@jud6.org). Put the case number and the style of the case in the subject line.

e.g. 17005555CI SMITH V SMITH

In the body of the email include the amount of time you are requesting, motions to be heard, names of the attorneys and the parties they represent and/or pro se parties and whether or not this is a telephonic hearing.

**SETTING HEARINGS:** After you have cleared a date with opposing counsel, please send an email to [section15@jud6.org](mailto:section15@jud6.org) to be set on the Court’s calendar. **DO NOT** send in a Notice of Hearing unless you have received an email confirming the date and time requested. In the body of this email, the required information is:

Case Number & Style of Case in subject line only: e.g. 17005555CI SMITH V SMITH

Names of attorneys

What pleading(s) are to be heard (if Case Management Conference, indicate issue)

The date the pleading(s) were docketed

Requested amount of time for said hearing

Scheduling party, Plaintiff or Defendant

Upcoming court dates, if applicable

Telephonic attendance request, if applicable (telephonic hearings will not be permitted on Motions for Summary Judgment. All attorneys/pro se parties must appear in person.)

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

**CANCELLING HEARINGS:** A Notice of Cancellation must be filed with the Clerk and a copy emailed to the Court **before** a hearing is removed from the Court's calendar.

**ADA LANGUAGE:** Certain ADA language is required in Notices of Hearing. Florida Rule of Judicial Administration 2.540 sets specific requirements regarding the ADA language in Notices of Hearing. Additionally, in 2018 the Sixth Circuit issued a revised Administrative Order on the subject: [Administrative Order No. 2018-041 PA/PI-CIR](#).

Essentially, the ADA language in each notice must be in **bold face, 14-point Times New Roman or Courier font**. The specific language for Notices of Hearing in Pinellas County is listed below (using Times New Roman font):

**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.**

**CROSS NOTICE HEARINGS:** A motion will not be added to the calendar without approval of the Court. If you file a Cross Notice of Hearing without the approval of the Court, the Court will not hear the motion.

**TELEPHONIC HEARINGS:** Telephonic attendance may be permitted for hearings that are 30 minutes or less. Evidentiary matters and summary judgments will NOT be considered. Hearings by telephone **MUST** be stated in the notice of hearing. The party filing the notice shall be responsible for getting each participant on the line **BEFORE** calling the Court.

**PROPOSED ORDERS:** Proposed orders shall be submitted to the Court with a cover letter including the hearing date, if applicable, stating opposing counsel or pro se party agrees or objects to the proposed order or was given the opportunity to object to the proposed order but did not. The Motion, proposed Order along with sufficient copies and stamped, self-addressed business size envelopes for each party. (original unstapled, copies stapled)

**JAWS:** **Agreed** orders shall be submitted through JAWS. You must also upload an explanatory cover letter. All documents are to be uploaded as PDF documents. It is the responsibility of the party uploading the proposed order to confirm all email addresses have been added to JAWS including any pro se parties. **Electronically conformed copies will only be provided to the email addresses that have been associated to the case in JAWS. The Court and the Clerk DO NOT maintain the associated party database.** [https://jawspinellas.jud6.org/jaws\\_attorney/login.aspx](https://jawspinellas.jud6.org/jaws_attorney/login.aspx).

**If there is a problem with uploading, contact the JAWS Help Desk at (727)453-4357.**

**FINAL DISPOSITION FORM:** Whenever a case is dismissed, with or without prejudice, a final disposition form must be filed pursuant to Florida Rule of Civil Procedure 1.100(c)(3). A final disposition form **MUST** be provided with all proposed final judgments.

**DO NOT STAPLE OR PAPERCLIP ENVELOPES TO THE INDIVIDUAL ORDERS**

Orders should be submitted to the Court within 5 business days from the date of the hearing unless specified otherwise by the Court.

Sufficient copies and self-addressed stamped envelopes must be provided.

The Court **will not** hold ANY document or proposed order awaiting objection from another party.

Orders must **NOT** have the “DONE AND ORDERED” and Court’s signature alone on a separate page. Some part of the body of the order must be included on the signature page.

The orders must reflect the correct Court location (Clearwater, Pinellas County, Florida) and the judge’s name below the signature line.

Do not send unsigned proposed orders to the Clerk. All proposed orders must be sent to the Court directly for signature.

**COURT REPORTER:** If you would like a Court Reporter present for a hearing, you must arrange for a Court Reporter before the hearing is scheduled to start.

**FAX / E-MAIL POLICY:** The Court **does not** accept any correspondences, motions or orders by email and/or facsimile.

**MOTIONS:** Motions must be filed and docketed with the Clerk **before** requesting hearing times from the Court.

**DEPOSITION DISPUTES:** If extremely critical, attempt an immediate telephone hearing. Otherwise, certify the question and set a hearing.

**E-PORTAL FILINGS:** Documents filed through the e-portal are **NOT** provided to the Court. If you want the Court to receive it, you **MUST SEND IT DIRECTLY TO THE COURT** by regular mail or hand delivery. Do not send proposed orders through the e-portal.

**MEDIATION:** Mediation is required unless the Court decides otherwise. Trials (jury or non-jury) will normally **NOT** be held unless mediation is completed. A case management conference may be set to discuss trial and mediation dates. The case must mediate within **1 year** of the trial.

**EMERGENCY/EXPEDITED HEARINGS:** Motions are to be filed with the Clerk prior to submittal to the Court by courier or hand delivery for determination of emergency or expedited status. If granted, a hearing will be set for a date and time the Court chooses. If counsel is not available at the time the Court chooses for hearing, then it is not an emergency. Opposing counsel/pro se party is to be provided with a copy of the Motion in the same manner as the Court, unless reasons for no notice are stated.

If the Court is unavailable, the emergency or expedited request should go to the duty judge regardless of whether or not the duty judge is assigned to a Civil Section.

**COURTESY COPIES OF MOTION:** Our system is not paperless! E-filing with the Clerk does not put anything into the judge's hands. Courtesy copies of the motion, Notice of Hearing, and all supporting documentation must be provided directly to Judge Jirotko, Pinellas County Courthouse, 315 Court Street, Room 421, Clearwater, FL 33756 via hand delivery, US Mail, Courier (**not email or fax**).

**PLEASE DO NOT EMAIL DOCUMENTS TO THE COURT UNLESS SPECIFICALLY REQUESTED.**

**SUBSTITUTION OF COUNSEL/WITHDRAWALS:** Pursuant to Florida Rule of Judicial Administration 2.505(e)(2), stipulations for substitution of counsel require the party's written consent. Stipulations for withdrawal of counsel require the party's written consent; any withdrawal order must include future service address information for the party.

**MOTIONS FOR REHEARING AND RECONSIDERATION:** Will not be set for hearing initially. Submit a copy of the motion to the Court for entry of an order. If the Court determines a hearing is required, you will be contacted.

**IF A CASE SETTLES:** Immediately send an email to [section15@jud6.org](mailto:section15@jud6.org) to cancel any hearings or trials that may have been scheduled, notating **CANCELLATION** in the email subject line and the dates/times of the hearings or trial.

**MOTIONS DECIDED WITHOUT HEARING:** See [Administrative Order 2015-056 PA/PI-CIR](#). The following motions shall generally be considered by written submissions: **Motions to Compel, Strike, Extend Time, Dismiss, Involuntary Dismissal, Quash, Amend and Return of Original Documents.**

**DEFAULTS:** If a party has been defaulted, that party still must be served with pleadings, etc.

### **TRIAL PREFERENCES**

Please follow the guidelines as set forth in the applicable uniform Order Setting Jury (or Non-Jury) Trial and Pre-trial Conference. See [Administrative Orders 2013-064 PA/PI-CIR](#) and [2013-078 PA/PI-CIR](#).

**SETTING A TRIAL:** A Notice for Jury (or Non-Jury) Trial in compliance with Florida Rule of Civil Procedure 1.440 must be filed, served and a copy sent to the Court. No Case Management Conference is required.

**PRE-TRIAL:** Discovery cut-off is found in the Order Setting Jury Trial and Pre-trial Conference. The parties will submit to the Court a uniform Pre-trial Conference Order agreed upon by the parties. Read and comply with all the deadlines and other requirements in this Order. All provisions will be strictly enforced.

The Court requires personal attendance at the pre-trial conference by all attorneys and pro se parties. Attendance by an attorney who will be at the trial of the matter is required. The Court **does not** allow telephone appearances at the pre-trial conference.

**MOTIONS IN LIMINE:** Motions in Limine **must** be heard prior to trial. Any anticipated Motions in Limine or Motions for Summary Judgment should be scheduled **EARLY**. Everyone is aware of the increase in volume of cases in the civil division and the difficulty in obtaining hearing times at the last minute. Motions not heard are waived. Failure to hear such motions is not a basis for a continuance.

**VOIR DIRE:** The entire jury panel will be seated in the gallery. A seating chart with jurors' names will be provided to the attorneys/pro se parties. The Court will initiate voir dire questions and then attorneys/pro se parties will follow with their inquiry. The time limit for voir dire will be discussed at the pre-trial conference.

**PEREMPTORY CHALLENGES:** Generally 3 per party with total for plaintiff to match total for defense.

**EVIDENCE AT TRIAL:** The Court prefers to have all items to be admitted into evidence by stipulation in 1 notebook, if possible. If there is any evidence that the parties do not agree on, the Court will consider it as it comes up at trial. The Clerk or the Court will mark the exhibits as the exhibits are received in evidence. If there is any demonstrative evidence that will be presented at trial, the attorneys/pro se parties need to share that with each other prior to the day of trial.

**CONTINUE JURY TRIAL:** If a hearing is required and the Court does not have hearing time prior to the pre-trial conference, the continuance will be addressed at the pre-trial conference. Compliance with the Order Setting Jury Trial and Pre-trial Conference is still required including preparation of a proposed Pre-trial Conference Order.

**COURTROOM DECORUM:** [Administrative Order No. 2015-052 PA/PI-CIR](#) contains the Standards of Professional Courtesy and Implementation Procedures for the Sixth Judicial Circuit, which will be strictly enforced. No speaking objections. All arguments are to be directed to the Court. Examine witnesses from the podium. Do not argue after the Court rules.

**TECHNOLOGY:** Arrange for use of technology, including but not limited to video and Power Point prior to the first day of trial. To do so, call the Sixth Judicial Circuit IT Department at (727)464-5443.

**NON-JURY TRIAL/FINAL HEARING:** If not a foreclosure case, a verdict form is required.

**JURY TRIAL CALENDAR:** See [Court's Trial Calendar](#)

## **FORECLOSURES**

Please visit the Sixth Judicial Circuit website at [www.jud6.org](http://www.jud6.org) for the latest information regarding foreclosure cases. The procedures established in [Administrative Order 2019-004 PA/PI-CIR](#) should be followed in mortgage foreclosure cases filed in Pinellas County. **Review it carefully.**

This Court is implementing Section III (B): Motions Decided on Written Submissions. Pretrial non-evidentiary matters will be decided without a hearing unless the Court desires a hearing, whereupon attorneys/pro se parties 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). An Order is required before issuance by the Clerk of a Writ of Possession; Writs of Possession may be considered ex parte by following the applicable procedures set forth in the Administrative Order.

**To Cancel a Foreclosure Sale:** See [Administrative Order 2019-004 PA/PI-CIR](#). Submit the following to the Court by mail or hand delivery (not email or facsimile):

- Cover Letter
- Copy of the Motion
- Proposed Order
- Postage paid, addressed envelopes for all parties on service list

**To Request and Set Foreclosure Cases for Non-Jury Trial:**

Once a Notice for Non-Jury Trial has been filed, please submit the following to the Court by **mail or hand delivery** (not email or facsimile):

1. Copy of the Notice for Non-Jury Trial (**indicating amount of time requested in the order**)
2. Copy of Certificate of Compliance Verifying Readiness for Foreclosure Non-Jury Trial (See [Administrative Order 2019-004 PA/PI-CIR](#))
3. Order Scheduling Non-Jury Trial with the date and time left blank, along with sufficient copies to provide one for each party on the service list, as well as stamped, addressed envelopes (See [Administrative Order 2019-004 PA/PI-CIR](#))

Once the Court receives these items, the Non-Jury Trial will be set for the next available date and time.

**Ordering Mortgage Foreclosure Files:**

It is the counsel's responsibility to request the hard copy court file from the Clerk's office if needed at trial at least ONE WEEK IN ADVANCE. (failure to make prior arrangements will not be grounds for a continuance)

- Directions:
- 1) Use [civilatty@mypinellasclerk.org](mailto:civilatty@mypinellasclerk.org) email address **ONLY**
  - 2) Subject line: **"File(s) needed for foreclosure hearing"**
  - 3) Mark as **"High Priority"**
  - 4) Body of email: provide case number, style of case, date of hearing & what is needed.

**To Schedule a Hearing on a Foreclosure Motion for Summary Judgment:**

Email your request to [section15@jud6.org](mailto:section15@jud6.org). **TELEPHONIC HEARINGS WILL NOT BE PERMITTED ON MOTIONS FOR SUMMARY JUDGMENT. ALL ATTORNEYS/PRO SE PARTIES MUST APPEAR IN PERSON.**