

Honorable Judge Kimberly Sharpe Byrd

Judicial Practice Preferences

Section G, J2 & J6

Judicial Assistant: Shannon McGrady

CrCivW1@jud6.org

(727) 847-8092 Office Telephone Number

(727) 815-7132 Hearing Line Number

Mailing address: 7530 Little Road, Room 214, New Port Richey, FL 34654

Overnight mail should be sent to room 201 (Court Administration) instead of room 214

Hearing address: 7530 Little Road, Hearing Room 2L, New Port Richey, FL 34654

TABLE OF CONTENTS

- I. Scheduling Hearings
- II. Method of Hearing (Telephonic, In-Person or Zoom)
- III. Hearing Materials
- IV. Proposed Orders/ Judicial Automated Workflow System (JAWS)
- V. Motions Considered Without a Hearing
- VI. Emergency Motions
- VII. Civil Jury Trials, Civil Non Jury Trials And Foreclosure Trials

I. Scheduling Hearings

- This section does not schedule hearings via JAWS.
- To obtain special set hearing dates and times, please email CrCivW1@jud6.org.
- Prior to confirming your hearing date and drafting a notice of hearing, you must clear the hearing date with all interested parties and have previously filed the motion with the Clerk's office.
- Until the motion(s) appear as filed on the Clerk's Docket, you cannot set the matter for hearing.
- The notice of hearing should be filed within 24 hours of securing the date and served on all parties on the service list.
- If you are canceling a hearing, you must notify the JA via email and file a notice of cancelation.

II. Method of Hearing (Telephonic, In-Person or Zoom)

- After June 21, 2021 in person attendance is permitted.
- Judge Byrd will continue to hold hearings most hearings telephonically.
- If you want to appear in person, that is permitted, please inform the judicial assistant.
- In-person attendance is required for jury trials and structured settlement hearings.
- Evidentiary hearings should be conducted in person or via zoom.
- Hearing Line Number: 727-815-7132.
- When the line picks up you will hear dead air, stay on the line until your case is called.
- If more than a few minutes has passed and the Judge does not come on the line, the JA can be contacted to ensure that there is not a problem with the hearing line (727-847-8092).

III. Hearing Materials

- It is not required that you send a copy of the motion for simple motions. Use your judgment and reach out to the JA if you are not sure. Hearing materials should be submitted for lengthy motions/binders, exhibits or case law.
- Hearing Materials should be submitted at least three days in advance, hard copies via postal mail (or physical drop off).
- The Judicial Assistant does not usually accept hearing materials via email (unless time sensitive).

IV. Submitting Orders in JAWS

- It is the Court's preference that proposed orders be uploaded to JAWS (Judicial Automated Workflow System). Once your order is uploaded it will either be reviewed and signed with Judge Byrd's electronic signature or rejected with an explanation.
- You must always upload an explanatory cover letter and every proposed order must state whether opposing counsel has agreed to the form and content.

- All documents are to be uploaded as PDF Documents.
- Orders submitted following a hearing should state that fact including the date of the hearing.
- Electronically conformed copies will only be provided to the email addresses which have been properly associated to the case in JAWS. It is the responsibility of the party uploading a proposed order to confirm that all email addresses have been added to JAWS. The Clerk and JA **DO NOT** maintain the associated party database.
- If there are any parties without an email service address, it is the responsibility of the party submitting the order to serve those parties via U.S. Mail. The following language should be included on the service list:

“Plaintiff/Defendant will serve a conformed copy via U.S. Mail to the following:”

- The Judicial Assistant cannot assist you with JAWS troubleshooting. You may review the webpage: <http://www.jud6.org/legalcommunity/JAWS/howto.html> or contact the JAWS help desk at 727-453-4357 for assistance.
- Any order or judgment which requires a sale date be filled in by the clerk, must be submitted as a hard copy package with sufficient copies and stamped addressed envelopes to the service list.

V. Motions Considered Without a Hearing

- Rulings on all motions submitted *ex parte* are at the discretion of the Judge reviewing the motions and orders. The proposed order may be uploaded into JAWS along with a cover letter asking the Judge to rule *ex parte*.
- The following is a non-exhaustive list of motions that may be submitted *ex parte*:
 - Motion for Substitution of Counsel
 - Motion to Compel Initial Discovery
 - Joint Stipulations/ Agreed Orders
 - Motions for Extension of Time to Serve
 - Motion to Reset Foreclosure Sale
 - Motion to Vacate Final Judgment
 - Motion to Recuse/Disqualify
- The following list of motions must be handled *ex parte*, do not set for hearing unless the court instructs you to do so.
 - Motion to Appoint Guardian ad Litem/Attorney ad Litem
 - Motion for Writ of Possession
 - Motion for Rehearing/Reconsideration
 - Motion to Recuse/Disqualify

VI. Emergency Motions/Hearings

- If you feel that you require a hearing date earlier than what is shown as available on the hearing list, contact the JA via email with the details of your situation. We will do our best to accommodate true emergencies.
- Remember that the Court does not receive a notification from the clerk when an Emergency Motion (or any motion) is filed. You must provide our office with a courtesy copy to bring it the Court's attention. You can accomplish this by emailing a copy of the motion to the JA with EMERGENCY MOTION in the subject line and marked as high priority.
- Opposing counsel/party is to be provided with a copy of the Emergency Motion in the same manner as the Court.
- The Court will then determine if the matter is deemed an emergency. The court may set up a telephonic hearing or rule without a hearing.

VII. Civil Jury Trials, Civil Non-Jury Trials and Foreclosure Non-Jury Trials

- Jury trial dockets are available on Judge Byrd's webpage. Foreclosure trial dates are available upon request.
- You may contact the Court to request a trial date once the notice (that case is at issue) has been filed. It is the court's preference that the parties attempt to stipulate to a trial docket. A CMC can be set if the parties have made an attempt but were unsuccessful.
- Email the JA with the selected trial date and to receive further instructions.

Revised 6/17/2021