

HONORABLE JACK HELINGER

Section 12

545 1st Avenue North, Room 317

St. Petersburg, FL 33701

727-582-7793

Judicial Assistant- Mary Scholl

Section12@jud6.org

JUDICIAL PRACTICE PREFERENCES FOR CIRCUIT FAMILY

SECTION 12 DOES NOT SCHEDULE HEARINGS VIA JAWS

IF YOU DO NOT HAVE A LAWYER: The Judicial Assistant (JA) cannot answer your legal questions, and will not explain your situation to the Judge. Your opportunity to speak to the Judge happens in Court only. If you are self-represented, the following information may be helpful:

The Clerk of Court has a Self Help Program for self-represented (pro se) litigants at:

Pinellas County Courthouse, phone (727) 464-5150

315 Court Street

Clearwater, FL 33756

and

St. Petersburg Judicial Building, phone (727)582-7941

545 1st Avenue North

St. Petersburg, FL 33701

Other legal services:

Lawyer referral services through the Clearwater Bar Association (727-461-4880)

Gulfcoast Legal Services: (727)443-0657 in Clearwater
(727)821-0726 in St. Petersburg

Bar Area Legal Services: (800)625-1757
Community Law Program (727)582-7480
St. Petersburg Bar Assoc. (727)821-5450

COMMUNICATION WITH SECTION 12: The preferred form of communication for setting and cancelling hearings is by **telephonic** communication with the Judicial Assistant. At that time, the JA can determine what kind of hearing is being requested, the amount of time needed, whether it be a in person hearing, via zoom, conference call and any other pertinent information regarding the case. Please be prepare to indicate your preference for the hearing and whether the opposing counsel/ parties agree.

FAX/E-MAIL POLICY: The Court requires all materials over ten (10) pages to be mailed or hand delivered. **DO NOT** fax or email without prior approval from the Court.

MOTIONS:

Motions must be filed with the Clerk of the Court and sent to opposing counsel/self-represented party prior to scheduling a hearing.

All hearings must be coordinated with opposing counsel.

A phone message is not sufficient confirmation that you would like one of the available times, you must confirm with the Judicial Assistant.

EMERGENCY/EXPEDITED MOTIONS:

All Emergency or Expedited Motions must be filed with the Clerk of Court prior to the Court determining emergency or expedited status. PLEASE NOTE that the Court does not receive motions through the Portal. You must notify the JA that you have an emergency and/or expedited motion and either email or fax said motion to the JA. The Court will review, determine the appropriate action, and advise the attorney/party who filed the motion.

MOTIONS ON TEMPORARY ISSUES:

See Administrative Order 2011-006 PA/PI CIR. All temporary motions must be mediated prior to a hearing being held. Once a party has a mediation date, a hearing time can be reserved for soon after the mediation date. Emergency Motions (for temps) may be an exception, so you need to call the JA in this regard.

SETTING HEARING TIME:

The moving party needs to contact the JA by telephone and indicate that a Motion has been filed and requests hearing time. The JA will provide potential dates for hearing time. If there is opposing counsel, moving party must coordinate with the opposing counsel and then contact the JA by telephone with the agreement as to time, date, type of hearing and how much time is needed.

After a hearing has been scheduled, a courtesy copy of the Notice of Hearing should be sent via e-mail at section12@jud6.org. If a party wishes to change the matters to be heard (deleted, added, or otherwise), that party must relate to the JA that they have contacted the opposing counsel and have an agreement. For any cancellation of a hearing, counsel must advise the JA of the reason for the cancellation.

SETTING PRETRIALS and NON-JURY TRIALS:

Pretrial Conferences and Non-Jury Trials requests will be set after a Case Management Conference with the Judge. When you contact the JA to schedule this, indicate that you are scheduling this telephonic hearing in order to schedule Pretrial and/or Trial time. Judge Helinger schedules all his Pretrials and Trial time.

UNCONTESTED FINAL HEARINGS:

If you have a case that is ready for a Final Hearing and both parties have written agreements and everything has been filed according to the rules (i.e. Financial Affidavits have been filed, the parenting course has been completed, and there is a full written agreement between the parties), then this matter can be scheduled with the JA to a five minute Final Hearing. The exception to this are adoptions.

ADOPTION HEARINGS:

Adoption files are reviewed by the Court's Staff Attorney. Before a hearing can be scheduled, the Staff Attorney reviews the file and only after the Staff Attorney indicates that the matter is ready for a Final Hearing, can the JA schedule it. If you would like a Final Hearing, and you have not heard from the Staff Attorney, contact the JA who will check with the Staff Attorney, and if everything is in order, will contact your office to schedule the same.

NOTICES OF HEARINGS:

When a Motion or hearing has been confirmed, a written Notice must be sent to opposing party and filed with the Court..

*For Pro Se Litigants, see below for an example of a Notice of Hearing.

PROPOSED ORDERS:

As of October 1, 2018, all agreed upon proposed Orders /Judgments may be uploaded to JAWS and will be signed by Judge Helinger's electronic signature. With that uploaded Order, must be a cover letter which **MUST** state that the opposing counsel or party has agreed with the form and content. All Orders must be uploaded as **PDF** documents.

If there are objections regarding the content and form of an Order or Judgment, each party must promptly submit an Order with an explanatory letter to Section12@jud6.org. The submitted Order should be sent in **Word form**.

All Orders/Judgments submitted through JAWS must include contact information uploaded into JAWS for all parties.

Revised July 20, 2021

E.g. of a Notice for Pro Se Parties

**IN THE CIRCUIT COURT FOR THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PINELLAS COUNTY, FLORIDA
FAMILY DIVISION**

CASE NO:

,
Petitioner,

V

,
Respondent.

_____ /

NOTICE OF HEARING

TO:

PLEASE TAKE NOTICE that a Hearing on _____ will be heard before
the Honorable **Jack Helinger**, Circuit Judge, on _____, _____, **2018** at
_____ **a.m./p.m.**, at the Judicial Building, 545 1st Avenue North, Room 317, St. Petersburg, FL.
_____ minutes have been reserved.

I HEREBY CERTIFY that a copy of the foregoing has been furnished by U.S. Mail or
email to the above-named addressees this ___ day of _____, 2018.

Name:
Address: