

HONORABLE KEITH MEYER
315 COURT STREET, ROOM 468
CLEARWATER, FL 33756
727-464-3548

updated 9/22/21

**Judicial Practice Preferences
Circuit Civil**

IF YOU DO NOT HAVE A LAWYER: The Judicial Assistant 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. The Clerk of Court has a Self Help Program for self-represented litigants on the first floor in the courthouse at 315 Court Street, Clearwater, FL 33756. Gulfcoast Legal Services can be reached at (727)443-0657 in Clearwater and (727)821-0726 in St. Petersburg. Bay Area Legal Services is available at (800)625-2257. Community Law Program in St. Petersburg can be reached at (727)582-7480. Lawyer referral services can be contacted through the Clearwater Bar Association at (727)461-4880 and the St. Petersburg Bar Associations at (727)821-5450.

It is expected that all parties and attorneys will adhere to ADMINISTRATIVE ORDER NO. 2015-052 PA/PI-CIR RE: STANDARDS OF PROFESSIONAL COURTESY FOR THE SIXTH JUDICIAL CIRCUIT.

IT IS ANTICIPATED THAT MANY OF THE PROCEEDINGS PREVIOUSLY PERMITTED TO BE CONDUCTED REMOTELY, BY VARIOUS ORDERS, MAY, FOR SOME TIME, CONTINUE TO BE DONE IN THAT FASHION. SECTION 20 WILL CONTINUE TO CONDUCT MANY HEARINGS VIA REMOTE MEANS. IF A PARTY FEELS THAT A HEARING SHOULD BE CONDUCTED IN-PERSON, THEN A REQUEST CAN BE MADE TO THAT EFFECT.

REMOTE HEARINGS

HEARINGS VIA TELEPHONE: If you are the party that provided the conference line then you are considered the host. As host you may need to enter a separate number that allows you to “let” others into the conference call. Please determine well in advance of the hearing if you are the host and be prepared at the start of the hearing to let people in. If our office provided the conference line then the Judge will be the host. All conference line information must be included in the notice of hearing so that all parties and members of the public have an opportunity to attend the hearing.

HEARINGS VIA VIDEO CONFERENCE TECHNOLOGY (VCT): We mostly use VCT for evidentiary hearings. After a hearing is determined to be evidentiary our office will need to set up the VCT hearing. The VCT information must be included in the notice of hearing so that all parties and members of the public have an opportunity to attend the hearing. The VCT information must also appear in all orders setting evidentiary hearings.

If VCT is being used by a party to set/conduct a telephone hearing before the Court, then whoever set up the VCT telephone conference is the host and will need to “let” people into the hearing and include proper information in the notice of hearing.

HEARING DOCUMENTS: Our office accepts hearing documents via email. If there are multiple documents please send as one pdf with a searchable index, bookmarked, or another “user friendly” format.

Pertinent information should be highlighted. Anything provided to the Court must be contemporaneously provided to opposing counsel/parties in the same format. Documents can be emailed to section20@jud6.org.

******APPROPRIATE ATTIRE IS REQUIRED FOR ALL REMOTE HEARINGS****** Attorneys, litigants, witnesses, and observers should be dressed as if they are physically present in a courtroom for a formal hearing.

TO SCHEDULE HEARINGS:

*Section 20 utilizes the JAWS system for scheduling most hearings:

Hearing time for UMC, UMC Foreclosure Summary Judgment, 15 minutes, 30 minutes, and 1 hour hearing time can be requested through JAWS. JAWS will have the most up to date available dates.

IF YOU HAVE REQUESTED A HEARING TIME VIA JAWS THERE WILL BE INSTRUCTIONS IN THE CONFIRMATION EMAIL FROM JAWS ON HOW TO APPEAR VIA ELECTRONIC/TELEPHONIC MEANS.

Setting Hearings:

Hearings are to be requested by the moving party in JAWS. The website is https://jawspinellas.jud6.org/jaws_attorney/login.aspx. Please select the “Section 20 – Meyer” calendar to request your hearing. A Uniform Motion Calendar (UMC) may be available to request hearings of 5 minutes or less for **uncontested** issues. Hearings of 15 or 30 minutes and 1-hour hearings may also be requested directly online. **PLEASE DO NOT SEND OUT A NOTICE OF HEARING UNTIL YOU RECEIVE A SECOND CONFIRMATION FROM JAWS THAT THE DATE/TIME REQUESTED HAS BEEN SCHEDULED.**

If you have requested a hearing time via JAWS it is not necessary to send an email to confirm. You will receive a 2nd confirmation from the JAWS system confirming that the case has been scheduled or if the hearing has been rejected (cancelled). The reason for the rejection/cancellation will be listed. The motion to be heard must be viewable on the Clerk’s docket before requesting hearing time. There is some lag time between e-filing a document and when it shows on the docket. If the motion is not viewable on the docket the hearing will be cancelled.

It is the scheduling party’s responsibility to confirm that all counsel/associated parties are case connected when requesting hearing time 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.

For hearings times not listed above, you can send a hearing request to section20@jud6.org. Please put the case number and the style of the case in the subject line.

In the body of the email please include:

- Motions to be heard
- Amount of time requesting

After you have cleared a date with opposing counsel, please reply to the email to confirm date to be set on our calendar. **DO NOT** file/send a notice of hearing until you receive confirmation from our office confirming the date/time. **If the attorney thinks the hearing dates available are too far out they may request a telephonic hearing with the Judge for consideration of a priority setting. All parties must agree and/or be noticed.**

Cancelling Hearings:

Filing a Notice of Cancellation does not cancel a hearing with Judge Meyer. Hearings scheduled through JAWS may be cancelled via JAWS if not within 5 days. All other hearings will need to be cancelled via email to section20@jud6.org. A notice of cancellation will need to be filed with the Clerk.

Miscellaneous hearing information

A motion will not be added to the calendar without approval of the Court. If a Cross Notice of Hearing is filed without the approval of the Court, the Judge will probably not hear the motion.

Notice of hearings should be sent via email to section20@jud6.org.

Our office will accept hearing documents via email. Please do not send until a couple of days before hearing. All documents should have the pertinent parts highlighted whether sending in via US Mail or via email. If submitting via email please submit in one pdf with a searchable index or other easily accessible format. Any documents can be provided to the Judge at the hearing or sent in ahead of time.

ORDERS

*Section 20 utilizes the JAWS system for submission of AGREED orders. Please make sure to read these instructions before requesting/submitted to JAWS.

AGREED upon proposed orders may now be uploaded to JAWS for Judge Meyer's electronic signature or they may be sent in via US Mail. You must include an explanatory cover letter* see #5 below. All documents are to be uploaded as PDF documents. The instructions for uploading orders are as follows:

- (1) JAWS submissions of proposed orders to the court should consist of one upload with cover letter and order uploaded via different tabs:
 - a. The cover letter, with any motion, or stipulation (plus exhibits) should be uploaded in the Include Cover Letter section as one pdf file.
 - b. The order or judgment ONLY to be reviewed and signed goes in the Document Title section. Title the document and then upload the order in the "browse" section.
- (2) It should never be necessary to make a duplicate upload. ***If there is a problem with uploading, contact the JAWS Help Desk, 727-453-4357.***
- (3) **Please make sure to leave plenty of space between the last line and the signature line to allow for the electronic signature.**
- (4) Do not submit proposed orders through JAWS in advance of a scheduled hearing unless specifically requested by the judge.
- (5) Cover letter requirements:
 - a. Your cover letter should include express confirmation by a member of the Florida Bar that the proposed order 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.)
 - b. If your order is based on the judge's ruling after a hearing, state that fact,

including the date of the hearing.

c. The cover letter must be copied to all parties including pro se and defaulted parties and reflect same on the cover letter.

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.

***Non-agreed upon orders** must be submitted via US mail with cover letter, copies for conforming, and self-addressed stamped envelopes.

FORECLOSURES:

Administrative Order 2019-004 is the most recent order on Mortgage Foreclosure Procedures for the 6th Circuit. Please review it carefully. Pretrial non-evidentiary motions will be subject to review and ruling by a judge based only upon the motion along with written argument and any authority timely filed in the action, 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:

A Motion to Cancel Sale filed by the Plaintiff usually does not require a hearing, although it 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.

SCHEDULING NON-JURY FORECLOSURE TRIAL

Once Notice for Non-Jury Trial has been e-filed, please submit the following via **US Mail**:

1. Copy of the Notice for Non-Jury Trial (including the 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**)
3. Order Scheduling Non-Jury Trial (see attached – **NO OTHER FORM WILL BE ACCEPTED** 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.

Once the proposed order is received, the NJT will be set for the next available date. Be sure to list the amount of time anticipated for NJT. If you have more than one case and the time requested is less than 15 minutes we may schedule up to 3 cases at the same time.

UNIFORM MOTION CALENDAR:

1. A Uniform Motion Calendar is established for Section 20 on non-jury trial weeks other circumstances prevent such hearings. Hearing dates can be obtained/requested through JAWS (see above) or by emailing section20@jud6.org.
2. Hearings are held in the Judge's Chambers in Room 468 and are limited to a total of five (5) minutes per case. Telephone hearings are permitted.

3. Counsel setting the hearing shall notice opposing counsel in accordance with the applicable rules of procedure. A copy of the notice of hearing shall be forwarded to the Judge's office via regular mail, or email. Cancellation of UMC hearings REQUIRES notification to the Court.
4. Hearings will be conducted in the order in which they were scheduled with our office. If a party chooses to wait for his/her adversary, the case will be moved to the end of the docket.
5. Non-routine evidentiary matters shall **NOT** be heard on the Uniform Motion Calendar. Contempt matters shall also **NOT** be heard on this calendar. Case Management Conference shall **NOT** be heard on this calendar.
6. Ensure in the appropriate motion that counsel for the moving party certifies in the motion that a good faith effort has been made to contact opposing counsel to resolve by agreement the issues raised.
7. The Judge will require counsel to reschedule any matter that the Judge considers too complex to handle on the Uniform Motion Calendar.
8. All parties must appear at noticed time and stand by until the case is called.

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 receive it, you MUST SEND IT DIRECTLY TO THE JUDGE by regular mail or email.

MOTIONS: All motions (including emergency and expedited) must be filed **prior** to requesting hearing times. The motion must be viewable on the docket before requesting hearing times except in those circumstances permitted by law.

NON-EVIDENTIARY MOTIONS:

The Court fully implements Administrative Order 2020-12 which permits the court to rule on non-evidentiary motions without oral argument. Strict compliance with the time limit in this AO is expected. Proposed Orders should be provided to the Court in substantially the same form as the order attached to the A/O. The Court will notify counsel if it desires oral argument after review of the motion and response.

EMERGENCY HEARINGS:

Motions are to be submitted to the Court for determination of emergency status via US Mail, courier, or hand delivery. Emergency motions WILL NOT be accepted via email under normal circumstances. If the motion is granted, a hearing will be set at a date and time the Court dictates. Opposing counsel/party is to be provided with the Motion in the same manner as the Court, unless a reason for no notice is permitted by law and stated in the motion. If the Judge is unavailable, the Motion may be reviewed by the Emergency/Duty judge regardless of whether or not the duty judge is assigned to a civil section.

MOTIONS FOR REHEARING AND/OR RECONSIDERATION:

Please submit a copy of the motion to the judge's office for review. If the Judge determines a hearing is required, your office will be contacted.

PRE-TRIAL STATEMENTS:

Utilize uniform pretrial statement form. Attorney attending pretrial will be the attorney who will attend the trial. No motions will be heard at the pretrial conference without leave of the court.

MOTIONS IN LIMINE:

Very short motions in limine may be heard the morning of trial. Longer motions must be heard before trial at a scheduled hearing. Motions in limine must be related to the issues in the case being tried and not generic in nature.

IF CASE SETTLES:

Immediately notify the Judge’s office to cancel any hearings or trials that may have been scheduled.

SUBSTITUTION OF COUNSEL:

Rule of Judicial Administration 2.50(e)(2) **REQUIRES** that all substitutions of counsel contain the written consent of the CLIENT.

CONTINUANCES:

Motions must be signed by the CLIENT. Stipulations to continue a trial **must** be set for hearing.

ENSURING PROPER NOTICE:

Ensure proper notice is sent to all parties. Even with defaults, ensure all parties are copied on everything at best address available. NOTICE, NOTICE, NOTICE, and opportunity to be heard are **KEY** concerns for every Judge.

MOTIONS TO COMPEL:

1. Without hearing: ADMINISTRATIVE ORDER 2020-011 PA/PI-CIR – An ex parte order may be entered requiring compliance with the original discovery demand within ten days when a motion alleges a complete failure to respond or object, and no request for extension. No sanctions will be awarded ex parte. **(Use form of order provided by the above AO).**
2. With hearing: per Sixth Judicial Circuit Local Rule 5(c). Motions shall quote in full each interrogatory, question on deposition, request for admission or request for production to which the motion is addressed, and the objection and grounds therefore as stated by the opposing party.
3. With or without hearing: All motion must comply with Local Rule 5(c). Any motion not conforming to this rule will be returned to the moving party.

TRIAL SCHEDULING

MEDIATION:

Mediation is required except in some unique cases (ex-constitutional issue). Trials (jury or non-jury) will normally NOT be held unless mediation is completed. A case management conference (15 minutes) will be set to discuss trial and mediation dates. The case must mediate within **one year** of the trial.

NON-JURY TRIALS:

Non-jury trials in excess of two hour should be set for a case management conference to discuss scheduling.

JURY TRIALS:

A Case Management Conference (15 minutes) is required to set a jury trial. The Court generally tries the oldest cases first. Submitting a Notice of Readiness for Trial does NOT mean a trial date will be set automatically. All Trial dates are set at the Case Management Conference. All juries are selected on the first day of the trial week. Compliance with Administrative Order 2020-012 PA/PI-CIR is mandatory for all cases.

2021 SECTION 20 TRIAL DATES

JANUARY 25
FEBRUARY 22
MARCH 22
APRIL 12
MAY 17
JUNE 14
JULY 19
AUGUST 16
SEPTEMBER 20
OCTOBER 18
NOVEMBER 8
DECEMBER 6 & 13

2022 SECTION 20 TRIAL DATES

JANUARY 18
FEBRUARY 14
MARCH 14
APRIL 18
MAY 16
JUNE 13
JULY 18
AUGUST 15
SEPTEMBER 12
OCTOBER 17
NOVEMBER 28
DECEMBER 5 & 12

VOIR DIRE:

Attorneys will inquire of the entire jury panel seated in the gallery. A seating chart with jurors' names will be provided. The court will initiate voir dire questions and then counsel will follow with their inquiry. The time limit for voir dire will be set at the pre-trial conference.

RESPONSE FROM COUNSEL WHEN BAILIFF BRINGS JURY IN OR OUT: Please remain seated unless instructed otherwise by the bailiff or the Court.

COURTROOM TRIALS:

Time limits for openings and closings will be set at the Pretrial.
Request permission for the following:
To approach the bench.

No permission is necessary to approach the clerk or a witness with or for a document.

MARKING EVIDENCE TO BE USED AT TRIAL:

Exchange evidence prior to trial. All evidence is to be pre-marked in advance of its intended use by counsel. The clerk will mark exhibits as they are received into evidence. Counsel should not waste trial time looking at evidence for the first time. The parties should be prepared at the very beginning of the trial to move most of the exhibits into evidence by stipulation. This procedure does not waive any relevancy arguments or guarantee that the evidence will be received and/or considered by the Court and/or jury.

SHOWING TANGIBLE EVIDENCE TO THE COURT:

After showing the exhibit to opposing counsel it may be shown to a witness without first showing it to the Judge, unless the Judge specifically requests to see the exhibit.

COURTROOM DEMEANOR COMMENTS:

ADMINISTRATIVE ORDER NO. PA/PI-CIR-2015-052: this AO contains the STANDARDS OF PROFESSIONAL COURTESY FOR THE SIXTH JUDICIAL CIRCUIT which will be strictly enforced. No speaking objections. All argument is to be directed to the Court. Examine witnesses from the podium. Do not argue after the Court rules.

CASE LAW:

Paper copies of case law and other legal authority are welcomed by the Court. Pertinent portions may be highlighted. Copies provided to the Court (including any highlighting) shall be provided to opposing counsel before the start of the hearing

ATTORNEY FEES:

The issue of entitlement may be tried in the main action or at a subsequent hearing. Issues regarding the amount of attorney fees shall be left for a subsequent hearing. Fee affidavits are sufficient in lieu of expert testimony if all parties agree to their use. Parties can usually expect an additional referral to mediation post-trial regarding attorney's fees & costs.

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

Plaintiff(s),

v.

UCN:
Case No.

Defendant(s).

_____ /

**CERTIFICATION OF COMPLIANCE VERIFYING READINESS
FOR FORECLOSURE NON-JURY TRIAL**

I hereby certify the following:

Using the following format, provide the name of each Defendant, the date and method of service of process on each Defendant, and the current status of each Defendant. For cases filed prior to July 1, 2010, indicate whether a Notice to Homeowner was provided at the time of service of process as required by Administrative Order 2009-065. For cases filed on or after July 1, 2010 but before July 1, 2015, indicate whether a Notice from the Court to Homeowner was provided as required by Administrative Order 2013-026. For cases filed on or after July 1, 2015, indicate whether a Notice to Homeowner, Form C, was provided to Defendant(s) at the time of service of process.

Name of Defendant	Date and method of service [Date followed by personal, publication, or substitute]	Status of this Defendant [Dropped; Default; Represented by attorney (include name); or Filed pro se answer]	Defendant filed an affirmative defense	Defendant was provided with Notice per above format at the time of service of process (List type of Notice)
	_ / _ / _			
	_ / _ / _			
	_ / _ / _			

Using the following format, provide the name of any borrower/defendant who has not answered or filed a motion to dismiss, and indicate whether an affidavit of non-military service or a memorandum for certificate of military service was filed with the clerk and the date of the document filing. Do not include any borrower/defendant for whom the Clerk of Circuit Court has entered a default.

Name of Defendant	Indicate the type of document, i.e., Affidavit of non-military service (Affidavit) or memorandum of military service (Memo)	Date of filing with the Clerk of Circuit Court
		_ / _ / _
		_ / _ / _
		_ / _ / _

STATUS OF OTHER REQUIRED CERTIFICATIONS: I further certify to the following (**Initial next to each completed item**):

- _____ (initial) No outstanding Motions have yet to be heard.
- _____ (initial) No suggestion of bankruptcy has been filed, or if one has, a Notice of Relief or Dismissal has been filed.
- _____ (initial) The proposed final judgment is, or at submission will be, in the form of the Sixth Judicial Circuit's Uniform Final Judgment of Foreclosure and is in compliance with § 45.031, Florida Statutes.
- _____ (initial) I have carefully reviewed this Certification of Compliance with Foreclosure Procedures and the supporting documents and I certify that the above styled matter is ready for non-jury trial.

I declare that I have read the foregoing Certification of Compliance with Foreclosure Procedures and the facts stated in it are true. I understand that falsifying this Certification of Compliance can result in the dismissal of the above styled case.

CERTIFICATE OF SERVICE

I certify that a copy hereof has been furnished to _____ (insert name or names and addresses used for service by (e-mail) (delivery) (mail) (fax) on _____ (date).

I declare that I have read the foregoing Certificate of Compliance and that the facts stated in it are true.

DATED: _____

(Attorney Signature)
Attorney Name:
Address:
Direct telephone number:
Fax number:
E-mail address:
Florida Bar No.:

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PINELLAS COUNTY, FLORIDA
CIVIL DIVISION

CASE NO. _____ - _____ -CI-20

_____ ,

Plaintiff(s),

vs.

_____ ,

Defendant(s).

_____ /

ORDER SCHEDULING NON- JURY TRIAL

THIS CAUSE being at issue and the Court 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 _____ a.m./p.m. for _____ minutes/hours before the Honorable Keith Meyer at the Clearwater Courthouse, 315 Court Street, Room 468, Clearwater, FL 33756. **All parties named herein and their counsel, if any, shall attend the Non-Jury Trial.** 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 in Clearwater, Pinellas County, Florida this ___ day of _____.

KEITH MEYER
Circuit Judge

Copies furnished to: