

Judicial Practices and Procedures  
(last modified April 25, 2025)

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**A. Communications with the Judicial Office**

**Method of Communication:** All communications to the judicial office must be submitted by e-mail to [cameron.joyce@jud3.flcourts.org](mailto:cameron.joyce@jud3.flcourts.org). The subject line must contain the case number, case name, and relevant matter (e.g., 2024 DR 001234 SC – Doe v. Doe - 2-Hour Hearing Requested.)

**Ex parte Communications:** All communications with the judicial office must comply with Canon 3 of the Code of Judicial Conduct, which prohibits a judge from initiating, permitting, or considering ex parte communications and from considering other communications outside the presence of the parties concerning a pending or impending proceeding, unless authorized by law. All parties must be copied on any e-mail directed to the judicial office, unless an ex

parte communication is authorized by law.

**Unsolicited Communications:** Unsolicited communications from non-parties will not be considered by the court. Parties may only contact the judicial office in accordance with these practices and procedures.

**E-Filing Portal Contact Information:** All attorneys and self-represented litigants must provide an e-mail address to receive signed orders electronically, unless excused. Fla. R. Gen. Prac. & Jud. Admin. 2.516. It is the responsibility of attorneys and self-represented litigants to update their contact information using [Form 2.603](#) any time there is a change in the e-mail account registered for electronic service.

**Response to Inquiries:** The judicial assistant is not authorized to provide legal advice. The judicial assistant strives to substantively respond to all inquiries within one business day. If the judicial assistant is unable to substantively respond within one business day, your message will be acknowledged as received with an indication of when to expect a substantive response and alternate contact for immediate assistance.

When the judicial assistant is out of the office, your message will be acknowledged as received with an indication of when to expect a substantive response and an alternate contact for immediate assistance.

## **B. Scheduling Procedures**

**Court Schedule:** Refer to the Master Calendar for set court dates.

**Scheduling Hearings:** Hearings must be requested by e-mail to [cameron.joyce@jud3.flcourts.org](mailto:cameron.joyce@jud3.flcourts.org). The scheduling party should e-mail the judicial assistant, copying opposing counsel and any self-represented litigant, to coordinate the scheduling of the hearing.

If you are requesting a hearing on a civil matter, you must comply with Fla.R.Civ.Pro. 1.202 and the Court's [local requirement](#).

**Notice of Hearing:** A notice of hearing must be filed and served immediately after reserving hearing time. A notice of hearing involving any remote appearance must list the judicial Zoom credentials. All notices of hearing must contain the ADA notification required by Florida Rule of General Practice and Judicial Administration 2.540. The local ADA information is available [here](#).

If the hearing is to be held over Zoom, the Notice of Hearing template is accessible at the following link: [Notice of Hearing Template](#).

**Submission Deadlines:** The court must receive all materials for the hearing no later than three business days before the hearing.

**Order of Proceedings for specially set matters:** Matters will be heard in the order they are noticed.

**Continuance Procedure:** Continuances are disfavored and will be granted only upon good cause shown. A request for continuance must be submitted at least two days prior to the scheduled court date. Except for good cause shown, the motion must be signed by the party requesting the continuance, as required by Florida Rule of General Practice and Judicial Administration 2.545(e).

Motions for continuance must state with specificity: (1) the basis of the need for the continuance, including when the basis became known to the movant; (2) whether the motion is opposed; (3) the action and specific dates for the action that will enable the movant to be ready, including, but not limited to, confirming the specific date any required participants are available; and (4) the proposed date by which the case will be ready to proceed and whether that date is agreed by all parties. Except for good cause shown, the motion must be signed by the party requesting the continuance, as required by Florida Rule of General Practice and Judicial Administration 2.545(e).

**Cancelling Hearings:** You must cancel hearings by notifying the judicial assistant immediately. You must also immediately file and serve a notice of cancellation on opposing counsel and any self-represented litigant.

## **C. Remote Appearance**

**Remote Appearance Procedure:** [For example: “The court maintains a hybrid virtual courtroom, allowing parties to appear either in person or remotely, as provided by Florida Rule of General Practice and Judicial Administration 2.530. Requests to appear in person for a hearing noticed for Zoom must be made no later than the Friday prior to the hearing.

**Platform Used:** The court uses Zoom for remote appearances.

**Platform Meeting ID#:** Contact the judicial assistant to obtain the platform meeting ID#.

**Requirements:** Any person appearing remotely must be in a private location that is quiet and free from distractions. Under no circumstances will a participant be permitted to appear remotely from a moving vehicle.

Any person appearing remotely must dress and behave professionally in the same manner as if physically present in the courtroom.

Any person appearing remotely must enable the person’s camera when joining the proceeding and keep the camera turned on until instructed otherwise by the court.

Any person appearing remotely must mute the person's microphone when joining the proceeding and keep the microphone turned off until instructed otherwise by the court.

If a witness appears remotely, the party calling the witness must ensure the witness has a functioning camera and microphone and has tested the internet connection before the hearing. The oath will be administered in accordance with Florida Rule of General Practice and Judicial Administration 2.530.

#### **D. Submission of Orders and Judgments**

**Format:** All proposed orders must be submitted in PDF and Word format. All proposed orders must be accompanied by a cover letter either (1) certifying that all parties agree to the order or (2) containing a statement identifying the specific disagreement(s) of the parties as to the proposed order.

**Submission Method:** Proposed orders may be submitted to the judicial assistant via **email** with opposing counsel or self-represented litigants copied. If the proposed order is submitted by email, the Certificate of Service shall be in substantial conformity with the below, as identified in **red**:

##### **CERTIFICATE OF SERVICE**

**I HEREBY CERTIFY** that a true and correct copy of the foregoing has been furnished using the Florida Court's E-Filing E-Portal, via U.S. Mail, and/or Electronic Mail in accordance with the corresponding addresses listed therein on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ to the following:

\_\_\_\_\_  
Judicial Assistant

Pursuant to the standing order of this Court, counsel for the Plaintiff shall distribute a copy of the foregoing to all parties not utilizing an electronic mail address and file a "Notice of Filing" for the Certificate of Service.

Proposed orders may also be submitted in **paper form** to the judicial assistant. If the order is submitted in paper form, the Certificate of Service shall be in substantial conformity with the below, as identified in **blue**.

##### **CERTIFICATE OF SERVICE**

**I HEREBY CERTIFY** that a true and correct copy of the foregoing has been furnished using the Florida Court's E-Filing E-Portal, via U.S. Mail, and/or Electronic Mail in accordance with the corresponding addresses listed therein on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ to the following:

\_\_\_\_\_  
Judicial Assistant

**Deadline for Submissions:** Proposed orders must be submitted within 10 days after any hearing unless the Court specifies a different time frame. Failure to comply with submission requirements may result in the Court striking pleadings and/or dismissing the case.

**Envelopes:** For all orders submitted in paper format, conformed, stamped envelopes to all parties that do not utilize the eportal shall also be provided. (An envelope for Plaintiff's counsel is not needed)

## **E. Courtesy Copies of Case Law and Other Documents**

**When Required:** Courtesy copies of case law must be submitted to the court for any evidentiary proceeding.

**Format:** Provide the case name and reporter citation in a single comprehensive list using Microsoft Word. Individual copies of the cases may also be provided as a PDF.

**Submission Method:** E-mail.

**Paper courtesy copy requirement:** If a motion is filed that is 50 pages or more, inclusive of attachments, counsel shall provide the Court a courtesy hard copy no less than 72 hours in advance of the hearing or the matter will not be heard.

**Deadline for Submissions:** If the total number of pages exceeds fifty, a paper courtesy copy must be delivered to the court no later than two days before any evidentiary proceeding.

## **F. Emergency and Other Urgent Matters**

**Requirements:** If a party believes there is a factual basis for setting an emergency hearing, a detailed motion setting forth the following must be filed: (1) the issues to be resolved, (2) reasons why an emergency hearing is necessary, and (3) the amount of time needed for each party's presentation.

**Scheduling:** If the court determines that an emergency exists, a hearing will be scheduled unilaterally by the court. All parties shall make themselves available for the emergency hearing, barring exigent circumstances.

## **G. Exhibits for Evidentiary Proceedings**

**Submission Method:** Submit all exhibits electronically by e-mail to the judicial assistant. All PDF's e-filed and submitted to the Court shall be in a searchable format. If it is a printed and scanned image, you must convert the scanned PDF/image into a searchable PDF by using Optical Character Recognition (OCR)

software.

**Format: For in-person hearings,** exhibits must be submitted to the clerk of court in paper format. All attorneys and self-represented litigants must bring sufficient copies of each exhibit for the clerk, the court, and each party to review during the hearing or trial. Exhibits must be labeled in the following format: ‘Petitioner/Plaintiff 1.’ ‘Respondent/Defendant 1.’

**For Zoom hearings,** exhibits must be submitted to the clerk of court through the eportal no less than seventy-two (72) hours prior to the hearing. Exhibits must be labeled in the following format: ‘Proposed Petitioner/Plaintiff 1’ ‘Proposed Respondent/Defendant 1.’

**Deadline for Submissions:** All exhibits must be received in chambers three days before the evidentiary proceeding. Failure to provide the exhibits in a timely manner subjects the exhibits to being stricken.

## **H. Pretrial Procedures and Conferences**

**Case Management Conference:** Any party may request a case management conference (CMC) when a case requires. The court strongly encourages the early use of CMC in more complex cases, multiple-party litigation, or any case that might benefit from court intervention. Unless excused by the court in advance, all CMCs are mandatory for attorneys and self-represented litigants. Parties represented by counsel are not required to appear at a CMC. The Court may unilaterally set a CMC.

**Status Conference:** Any party may request a status conference when a case requires. The Court may unilaterally set a Status Conference.

**Requirements:** Any request for a CMC or status conference must articulate the reasons for the necessity of the conference.

**Scheduling:** If the court agrees that a CMC or status conference is required, the moving party may schedule the CMC or status conference through the judicial assistant.

## **I. Setting Case for Trial**

**Procedure:** File a notice for trial to set the case for trial.

**Notice Period:** The court does set date-certain trials on a case-by-case basis. After the pre-trial conference, the court will assign cases to specific days during the trial period and may assign back-up cases. Attorneys, self-represented litigants, parties, and witnesses are expected to be available during the entire trial period.

**Other Procedures for Setting Case for Trial:** The Court may unilaterally set a trial when there has been no case activity and the case appears to be at issue.

## **J. Forms**

**Access:** Landlord/Tenant forms are available at the Clerk's Office. Certain probate forms are available at the Clerk's office.

## **K. Other Division Procedures**

**ADA Accommodations:** If you need an ADA accommodation, please contact Court Administration, 173 NE Hernando Avenue, Room 408, Lake City, Florida 32055; (386)758-2163 or complete the ADA Request form located at <https://thirdcircuitfl.org/ada-accommodation-request/> at least 7 days before your scheduled court appearance. .

**Interpreter Requests:** If an interpreter is needed for a hearing or trial, please contact [interpreter@jud3.flcourts.org](mailto:interpreter@jud3.flcourts.org). The Court is only able to provide an interpreter for certain case types.

## **L. Specific Motions/Areas of Law**

**Motion to Withdraw** – if the client has not executed a consent, a hearing is required. The proposed order shall contain language that directs all future filings and pleadings to the defendant, and include all contact information for the defendant within the body of the order. The defendant shall be included on the Certificate of Service.

**Criminal (MM and CT) and Traffic Cases** - All proposed orders on a **Motion to Continue** should include the proposed date that the defendant is requesting to continue the case to.

### **Probate & Guardianship**

Do not submit a proposed order until you verify the original will and death certificate are in the court file. Just because it has been mailed/provided to the Clerk of Court does not mean it is in the court file.

If there is a will file, the attorney must verify the cases have been consolidated before submitting a proposed order.

All proposed orders shall be submitted to the General Magistrate for review – do not send directly to Judge Griffin's office.