

**All Divisions** – 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.

**All Divisions** - Absent an emergency, all motions to continue in any style case must be filed and a copy emailed to our office by noon the day prior to the hearing date and time.

**All Divisions** – the proposed order on the Motion to Continue and all Notice of Hearings shall include the below ADA language: “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 Carrina Cooper, 386-758-2163, 173 NE Hernando Avenue, Room 408, Lake City, Florida 32055 or complete the ADA Request form found at <https://thirdcircuitfl.org/ada-accommodation-request/> 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.”

**All Divisions** - If a motion is filed that is more than 50 pages, inclusive of attachments, counsel shall both email a copy and mail a copy to the Court. If the motion is 50 pages or more, inclusive of attachments, then counsel shall provide the hard copy no less than 72 hours in advance of the hearing or the matter will not be heard.

**All proposed orders** in all divisions:

- If you provide a paper copy of the proposed order, 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)
- If you email a proposed order, the Certificate of Service shall include the following information below the attorney’s e-service information:

**Every proposed order** shall contain a Certificate of Service in substantial conformity with the below:

#### 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 \_\_\_\_\_, 2023 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.”

Note: the above, “Pursuant to the standing order...” paragraph is only needed in cases where counsel emails the order to the Court and does not provide stamped envelopes.

**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.

**Hearing time request/Cancelling a hearing** - Hearing time request or notice of cancellation of hearing shall be sent by email to [cameron.joyce@jud3.flcourts.org](mailto:cameron.joyce@jud3.flcourts.org). Email should include case number, style of case, type of Motion to be heard and how much time is requested. If you are scheduling a hearing, indicate whether the time is being coordinated with the opposing party.

**Civil hearings** are conducted through ZOOM, with our office providing the ZOOM link for the hearing. The ZOOM information must be placed on the Notice of Hearing. The Notice of Hearing template is accessible [here](#) (the “here” will have a hyperlink to the attached template).



Order Setting Zoom  
hearing.dotx

If an individual wishes to appear in-person instead of through ZOOM, they must notify the Clerk of Court the Friday prior to the hearing date.

County Court, Juvenile Court, Dependency Court and Small Claims Pre Trial/Mediations are conducted in-person.

#### 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.