

COMMUNICATIONS WITH THE JUDICIAL OFFICE

METHOD OF COMMUNICATION:

Judicial E-mail

All communications to the Taylor County Circuit Judge's office must be submitted by e-mail to the Judicial Assistant at vaughn.melanie@jud3.flcourts.org. The subject line of any e-mail to the judicial office must contain *the case number, case name, and relevant matter (e.g., 2024 DR 001234 SC – Doe v. Doe – 2- Hour Hearing Requested)*.

Telephone

Self-represented litigants and attorneys excused from e-mail service may communicate with the judicial office by telephone call to (850) 838-3520. The judicial office does not accept text messages.

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

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

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.

Other Communication Procedures

Any e-mail sent to or from the judicial office may be a public record subject to disclosure.