

SCHEDULING PROCEDURES

Scheduling Hearings

Hearings must be requested by e-mail to vaughn.melanie@jud3.flcourts.org

The scheduling party should e-mail the judicial assistant, copying opposing counsel and any self-represented litigant, to coordinate scheduling the hearing.

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 judge's Zoom videoconferencing credentials.

All notices of hearing must contain the Americans with Disabilities Act (ADA) notification required by Florida Rule of General Practice and Judicial Administration 2.540.

Submission Deadlines

The court must receive all materials for the hearing no later than 5 business days before the hearing.

Continuance Procedure

Motions for continuance will be granted only upon good cause shown. Successive continuances are highly disfavored. Lack of due diligence is not grounds for granting a continuance. 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 be submitted at least 3 days prior to the scheduled court date for which the continuance is sought, barring exigent circumstances. 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.