



**Pam Vergara**  
CIRCUIT COURT JUDGE  
FIFTH JUDICIAL CIRCUIT of FLORIDA  
Hernando County Courthouse  
Room 335  
20 N. Main Street  
Brooksville, FL 34601

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**IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT  
HERNANDO COUNTY, FLORIDA**

**ADMINISTRATIVE ORDER AS TO E-FILINGS/PAPERLESS COURT  
FOR THE HONORABLE PAM VERGARA  
CIRCUIT CIVIL DIVISION  
Effective Jan. 5<sup>th</sup>, 2021**

THIS MATTER having come before the Court upon its own review and finds as follows:

1. Parties **MUST** adhere to the Administrative Order as to

**Courtesy Copies.**

If the Court does not receive a courtesy copy, it will not know the pleading/motion exists. The parties **must** provide proposed orders and self-addressed, stamped, envelopes to process the pleading. Please contact the

judicial assistant, Misty Conner, at [mconner@circuit5.org](mailto:mconner@circuit5.org) with any questions regarding format, etc.

2. Parties **MUST** adhere to all Administrative Orders on the 5th Circuit and Judge Vergara's website.

As to the new paperless court:

The clerk requests a minimum of five (5) days to docket e-filed documents to the file (computer file). Thus the Court requires all pending motions/pleadings be filed at least seven (7) days prior to any hearing/court/trial.

Failure to adhere to timely filing requirement could/should/would result in the striking of pleadings and/or delay of hearings – charged to the violating party and could be contemptable if the Court deems intent to delay.

Additionally, it is the moving party's responsibility to procure and provide to the Court any original document the party wishes the Court to see. For example: Notes and Mortgages in foreclosure cases. Affidavits of Surrenders in Dependency Cases.

**DONE AND ORDERED**, in Chambers, Brooksville, Hernando County this 5<sup>th</sup> day of January, 2021.

  
Pam Vergara, Circuit Judge