

GENERAL PROCEDURES FOR JUDGE ANN MELINDA CRAGGS*

SCHEDULING HEARINGS

The matter to be set for hearing **must** be filed prior to obtaining hearing time. If the Judicial Assistant is not added as an interested party when e-filing, the parties will be required to wait until the pleading is processed with the Clerk before a hearing can be scheduled. If the parties are both represented by counsel, the attorneys shall contact each other and conference in the Judicial Assistant. A maximum of five (5) dates shall be provided to the parties, should none work, the parties will choose the least inconvenient date for hearing. If one party is pro se and the hearing can be scheduled far out enough to provide proper notice to the pro se party, the hearing will not be coordinated with the pro se party.

Please provide the Court with a courtesy copy of the Notice of Hearing, once filed. In the alternative, include the Judicial Assistant as an interested party when e-filing and a courtesy copy will automatically be generated and sent directly to the Judicial Assistant.

NOTICES FOR TRIAL and SCHEDULING

Notices for Trial or Notices that Action is At Issue **must** include how much time will be needed for trial/final hearing. Parties should contact the Judicial Assistant to coordinate a Pretrial Conference and the Trial/Final Hearing.

TELEPHONIC APPEARANCES/ZOOM APPEARANCES

Requests for telephonic appearances are governed by Rule 2.530 of the Florida Rules of Judicial Administration. All requests must be in writing and notice must be given to the opposing party.

Testimony may be taken through communication equipment only if a notary public or other person authorized to administer oaths in the witness's jurisdiction is present with the witness and administers the oath consistent with the laws of the jurisdiction. PLEASE NOTE: Administrative Orders of the Florida Supreme Court and the Fifth Judicial Circuit may alter the applicability of these rules due to Covid-19. Please check the Florida Supreme Court and Fifth Judicial Circuit websites regarding same.

Personal appearances are required for all essential hearings.

PROCEDURES FOR CANCELLING HEARINGS/TRIALS

In addition to filing your notice of cancellation, immediately notify this office by telephone or e-mail, when a hearing is to be cancelled. If a case has settled and should be removed from the trial docket, please contact the Court to indicate same. Only the party that scheduled the hearing, or the Court, has the authority to cancel the hearing.

CROSS-NOTICING HEARINGS

Cross-noticing a hearing without coordinating same with the Court is not permitted. Before requesting the setting of an additional motion(s) at a previously scheduled hearing, the attorneys must contact our office so the Court can determine if sufficient time is available to have the additional motion(s) heard.

PROPOSED ORDERS

Proposed orders are not accepted through the Florida Courts E-portal at this time. Proposed orders must be submitted either by US Mail or by e-mail (but please, not both) to the Court.

Proposed orders may be submitted by e-mail to mberrios@circuit5.org, if all parties are represented by counsel. If a case includes a pro se party, conforming copies and envelopes must be submitted with the proposed order, via U.S. Mail or hand delivery. If submitting a proposed order by e-mail, the order must be in Word format and may also be submitted as a PDF file.

* The Court reserves the right to amend or alter these procedures as specific cases or circumstances may dictate.