

# GENERAL PROCEDURES FOR JUDGE GARY L. SANDERS

## NOTICES FOR TRIAL

Notices for Trial should include how much trial time will be anticipated, and whether the trial is a jury or non-jury trial. Once the notice is filed, the case will be set for a case management conference. The case will not automatically be set on a trial docket. Please provide a courtesy copy of the Notice for Trial once filed, by e-mail to [rgrubb@circuit5.org](mailto:rgrubb@circuit5.org). All trials are held in courtroom 2B.

## NOTICES FOR TRIAL – FORECLOSURE CASES

Foreclosure cases usually do not require a pretrial or case management conference. Attorneys and *pro se* litigants will need to contact this office to obtain dates and times for trial. Notices for Trial should include how much time will be anticipated.

## 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 the 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 the Court's approval 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

A proposed order should **always** be submitted immediately, upon filing the following motions:

- Motions for Extensions of Time
- Motions for Leave to Amend Complaint
- Motions to Appoint Process Server
- Motions to Appoint Guardian or Attorney Ad Litem
- Motions for Telephonic Appearance

**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).

Proposed orders may be submitted by e-mail to [rgrubb@circuit5.org](mailto:rgrubb@circuit5.org), if all parties are represented by counsel. If there are any *pro se* parties, conforming copies and envelopes will need to be submitted with the proposed order, via U.S. Mail, or hand delivery. If submitting a proposed order by e-mail, it must be in Word format.

## COMMUNICATION WITH MY OFFICE

Attorneys and *pro se* litigants are welcome to call or e-mail my office. Please be aware that my office does not tolerate abusive language or unprofessional conduct on the phone. In addition, my office will not answer any future phone calls from individuals who cannot abide by these instructions. Those individuals will thereafter need to communicate with my office in writing.