

**IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT  
IN AND FOR CITRUS COUNTY, FLORIDA**

HONORABLE KRISTIE M. HEALIS  
CIRCUIT JUDGE

**STANDING ORDER FOR REQUESTING HEARING TIMES AND SUBMITTING ORDERS**

It is the intent of this Court to ensure the efficient and proper administration and prompt disposition of all assigned case and compliance with Florida Rules of Judicial Administration 2.250(A)(1)(d). As such, all hearings will be conducted remotely whenever possible and, in the manner, best applicable based upon the issues to be resolved and at the discretion of the Court.

The Court in its discretion will determine based upon the complexity of the legal and factual issues, amount of evidence and other factors whether an in-person hearing is necessary.

**Paperless:**

- 100% paperless is the goal. Please do not submit copies of motions, proposed orders, or anything else in paper format or through the mail. Submissions by email will be given the utmost priority. All submissions must be emailed to [CitrusJudgeHealisOrderSubmissions@circuit5.org](mailto:CitrusJudgeHealisOrderSubmissions@circuit5.org)

**Scheduling a Hearing:**

- Email [CitrusJudgeHealisOrderSubmissions@circuit5.org](mailto:CitrusJudgeHealisOrderSubmissions@circuit5.org) to schedule your hearing. You will need to provide the case number, subject of the hearing, amount of time requested, and the names and email addresses of anyone who will be participating. Do not call the office as staff may be working remotely.

- Once a hearing time is scheduled, you will receive information via email regarding your Zoom hearing. All parties should use the link to join the hearing prior to the start time. Participants may be entered into a virtual waiting room, and they will be brought into the hearing when their case is called.

**Presentation of Evidence:**

- If you intend to present evidence or documents to the court, you must pre-mark all items for identification and provide to all parties and the Court (at the above email address) no more than three (3) business days prior to the hearing. If possible, please send all documents in a single submission. If there are any unrepresented parties involved in your case, a copy of the pre-marked evidence shall be served on them, via US Mail, at least ten (10) days prior to the hearing, unless they agree to receive it electronically.
- Please confer with all parties prior to the hearing to determine any stipulations as to the admission of evidence and documents.

**Presentation of Witnesses:**

- Provide the court with a list of people who are expected to participate in the hearing no less than three (3) business days prior to the hearing. Prepare your witnesses on the use of Zoom and confirm they have an appropriate device for both audio and video participation.
- Non-represented parties and witnesses must file a copy of their driver's license or photo ID no less than 48-hours prior to the hearing. Redact all but the last four digits of the driver's license and the month and day of birth. Please have the same ID available at the time of the hearing.

**Decorum and Attire:**

- Although the hearing is being conducted virtually, proper courtroom decorum is required. Participants should be in a quiet setting without distractions.

**DONE AND ORDERED** this 27<sup>th</sup> day of September 2023, in Citrus County, Florida.

  
KRISTIE M. HEALIS, Circuit Judge