# GENERAL PROCEDURES FOR JUDGE ANN MELINDA CRAGGS

## SCHEDULING HEARINGS

The pleading **must** be filed prior to obtaining hearing time. If the Judicial Assistant is not added as an interested party, the parties will be required to wait until the pleading is batched onto the daily report. 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 should 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 and ZOOM APPEARANCES

Requests to use audio-video communication equipment are governed by Rule 2.530 of the Florida General Practice & Judicial Administration Rules. All requests must be in writing and notice must be given to the opposing party.

Testimony may be taken through audio only 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.

The cost for use of the communication equipment is the responsibility of the requesting party unless otherwise directed by the Court.

## PROCEDURES FOR CANCELLING HEARINGS/TRIALS

In addition to filing a notice of cancellation, immediately notify this office by e-mail, when a hearing is to be cancelled. If a case has settled and the parties are requesting to cancel the final hearing, please contact the Court. 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

**Proposed orders are not accepted through the Florida Courts E-portal at this time.** Proposed orders must be submitted by e-mail and using Word software.

Proposed orders may be submitted by e-mail to mberrios@circuit5.org, if all parties are represented by counsel. If there are any pro se parties who are not required to designate their e-mail address because they have received a waiver from the Clerk of the Circuit Court, a preaddressed, postage paid envelope must be provided and submitted with the proposed order via U.S. Mail or hand delivery. If submitting a proposed order by e-mail, Word software must be utilized.

## INTRODUCTION OF EVIDENCE

If a party intends to request the introduction of any documentary evidence during a hearing that has been scheduled to occur via Zoom or in person, the items of evidence shall be scanned as a PDF and e-mailed to the Judicial Assistant 48 hours in advance of the hearing at **Email Address TBD.** In addition, hard copies of the proposed evidence shall be delivered to the Judicial Assistant 48 hours in advance of the hearing.

The parties and counsel of record are encouraged to confer and stipulate to the admissibility of evidence, if possible, and to determine whether documents already filed within the record may be judicially noticed. Any communication to/with the Judicial Assistant shall include all parties or counsel.