

## **General Hearing Guidelines**

Local Rules and Standards of Professionalism, as well as the guidelines set forth herein, will be strictly enforced. Any motions not in compliance with these rules may be cancelled by the JA without notice.

**Filing of Motion(s) and Coordination of Hearing Time(s).** All motions must be filed prior to scheduling. The scheduling party shall make good faith efforts to coordinate the scheduling of hearings with all parties.

**JACS Confirmation Number.** All of notices of hearings shall specify the Judicial Automated Calendar System ("JACS") confirmation number.

**Limited In-Person Appearance.** PURSUANT TO ADMINISTRATIVE ORDER 2.41, absent good cause, all hearings shall be conducted via ZOOM. The appropriate ZOOM ID shall be identified within the notice of hearing. Should a party wish to conduct an in-person hearing, said party shall file a motion setting forth good cause for the in-person hearing and provide a courtesy copy to the Judge's office.

**Judge Garza ZOOM ID:** 311 329 7498

**Cancellations.** If you cancel a hearing, you are required to file a Notice of Cancellation and cancel the hearing on the Judicial Automated Calendar System ("JACS").

**Emergency Hearings.** Emergency hearings may not be scheduled through JACS. All requests for such hearing must be submitted to the Judge in writing with a copy of the verified Motion signed by counsel and their client.

## **Scheduling Hearings involving Eviction Actions**

To schedule hearings involving eviction actions contact Judge Garza's Judicial Assistant at 239533-2913. Absent good cause, all hearings on eviction matters shall be conducted on Monday afternoons. Eviction actions shall be advanced on the calendar. Fla. Stat. § 83.59(2); Fla Stat § 723.061(3). The notice of hearing shall be serviced within a reasonable time so as to provide notice and time to prepare.

Fla R. Civ. 1.090(d); *Harreld v. Harreld*, 682 So.2d 635 (Fla 2<sup>nd</sup> DCA 1996); Local Administrative Order 2.20 IV(B)(1) ("*As a general rule notice should be provided (not including time for service)....no less than five (5) business days for hearings.*")

## **Scheduling standard hearings (30 minutes or less)**

All hearings of 30 minutes or less will be considered a standard hearing. Standard hearings must be scheduled through the Judicial Automated Calendar System ("JACS"). JACS can be accessed online at <https://www.ca.cjis20.org/Services/jacs.aspx>. Timeslots are available in 5 and 15 minute increments. To locate 30 minute hearing time, find two consecutive 15 minutes timeslots.

## **Pretrial Conference**

Parties may submit Agreed Pre-Trial Conference Orders to the Court prior to the PTC date. Should the Court adopt and sign the agreed order, the parties are not required to attend the PTC.

### **Scheduling extended hearings (45 minutes or more)**

All hearings that require 45 minutes or more will be considered an extended hearing. The procedure for scheduling an extended hearing will be as follows:

- 1) The party seeking the extended hearing time shall file a Motion for Extended Hearing Time that sets forth:
  - a) The motion or motions to be heard and the date(s) said motions were filed,
  - b) The amount of extended hearing time being sought,
  - c) The reason why the moving party is seeking extended hearing time, and
  - d) The timeframe within which the moving party would like the hearing to be held.
- 2) Once the Motion for Extended Hearing Time is filed the party seeking the extended hearing shall contact the Judge Garza's Judicial Assistant at 239-533-2913 to seek hearing date/time options.