

**IN THE COUNTY COURT OF THE  
ELEVENTH JUDICIAL CIRCUIT IN AND  
FOR MIAMI-DADE COUNTY FLORIDA**

**ADMINISTRATIVE MEMORANDUM  
NO. 20-E  
CASE NO. – 2020-00024-AF-01**

**IN RE: ESTABLISHMENT OF  
COUNTY CIVIL JURY TRIAL PROCEDURES  
PHASE 2**

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**Whereas**, as a result of the Coronavirus Disease 2019 (COVID-19) pandemic, consistent with public health advisories and at the direction of the Florida Supreme Court, the Courthouses in Miami-Dade County have been closed to the public and jury trials have been prohibited; and

**Whereas**, the Covid-19 pandemic and the need to protect public health and safety has resulted in a back log of trials which has significant consequences for the delivery of justice; and

**Whereas**, Rule 1.010, Florida Rules of Civil Procedure, requires the just, speedy, and inexpensive determination of every action; and

**Whereas**, the Eleventh Circuit recognizes that, for cases to progress, trials must resume, but must be conducted in a manner that assures public health and with consideration for the safety and the time of citizens called to jury duty; and

**Whereas**, establishment of uniform trial procedures will ensure efficient and safe jury trials, preserve resources, and increase the likelihood of resolving cases;

Now, therefore, pursuant to the authority vested in me as Administrative Judge of the County Court Civil Division in the Eleventh Judicial Circuit of Florida, and under Rule 2.215, Florida Rules of Judicial Administration, in an effort to carry out this effort in an effective, fair, safe, and efficient manner, the following procedure is hereby ordered:

- 1) In all cases that are to be set for jury trial, the presiding judge must establish a case management order with deadlines for all case events. The parties to the litigation must comply with the case management order.
- 2) The case management order must provide deadlines for completion of all discovery, examinations, and all pre-trial motions (including case dispositive motions, Daubert motions, motions in limine, evidentiary motions, redacting evidence, and rulings on unique issues that are anticipated) and the filing of proposed jury instructions.

- 3) No later than 15 days prior to the trial date, a pre-trial conference must be held. At this conference, all motions shall be heard and ruled upon, draft jury instructions must be completed, and witness and exhibit lists must be completed.
- 4) At the conclusion of the pre-trial conference, the parties and the court must certify the following:
  - a. The case is at issue.
  - b. All discovery is completed.
  - c. All dispositive motions have been filed, heard, and ruled upon.
  - d. All pre-trial motions have been filed, heard, and ruled upon.
  - e. Jury instructions have been filed, argued, and the form and content of jury instructions are finalized (to the extent possible) by the court.
  - f. Exhibits have been exchanged, pre-marked, and stipulated where appropriate.
  - g. Witness lists have been exchanged, and all witnesses are available and secured for trial. **THE TRIAL PERIOD SHALL BE EITHER 1 or 2 weeks, AS DETERMINED BY THE TRIAL JUDGE. CERTIFICATION OF READINESS REQUIRES THE PARTIES, ATTORNEYS, AND WITNESSES TO BE AVAILABLE FOR THE ENTIRE TRIAL PERIOD.**
  - h. An estimated length of trial from commencement through charging the jury, stated as a number of hours.
- 5) Upon completion of (4) above, the attached Certification of Trial Readiness shall be signed by all parties and the presiding Judge. That certification shall be sent to the Administrative Judge for the County Civil Division no less than 14 days prior to the scheduled trial date.
- 6) After filing the Certification of Trial Readiness, the presiding judge shall enter an order placing the case on inactive status. No further discovery, hearings, or other events shall occur on the case until it proceeds to trial. Delay of the case due to any circumstance shall not alter the stay.
- 7) If the number of cases proceeding to trial exceeds capacity, the cases shall be tried in an order to be determined by the Administrative Judge for the County Civil Division or her designee. Parties may be called to appear for trial on 3 hours notice.

THIS ADMINISTRATIVE MEMORANDUM shall be *strictly* complied with. These efforts reflect a need to safely and efficiently bring cases to trial or otherwise to their conclusion during in pandemic conditions. The outlined procedures shall take effect on October 1<sup>st</sup>, 2020 and shall remain in effect until further notice.

Done and Ordered in Chambers at Miami-Dade County, Florida on Oct. 1, 2020.

  
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**JUDGE LINDA SINGER STEIN  
ADMINISTRATIVE JUDGE  
COUNTY COURT CIVIL DIVISION**

**IN THE COUNTY COURT OF THE  
ELEVENTH JUDICIAL CIRCUIT IN  
AND FOR MIAMI-DADE COUNTY  
FLORIDA**

**COUNTY CIVIL DIVISION**

**CASE NO.:**

**Plaintiff,**

**vs.**

**Defendant.**

\_\_\_\_\_ /

**JURY TRIAL READINESS CERTIFICATION**

The Parties certify that this case is ready for trial and represent that the items below are complete:

- Fact discovery and examinations
- Expert discovery
- All substantive and dispositive motions have been filed, heard and ruled upon.
- All pretrial motions, including all motions in limine and all evidentiary motions have been filed, heard, and ruled upon.
- All unique or complex legal issues have been raised and ruled on.
- Jury instructions have been filed, argument heard, and the form and content of jury instructions has been finalized by the Court and are attached to this Jury Trial Readiness Certification form.
- Exhibits have been exchanged, pre-marked, and uploaded.
- Mediation has occurred if Court ordered, and an impasse declared, or settlement negotiations have been unsuccessful.
- Witness lists have been exchanged and all witnesses are available and secured for trial. All witnesses are available for the entire trial period and understand they must be available on one hour notice.

Parties request the matter be set for jury trial. Further, the parties to the litigation:

- a. Estimate that the entire trial will take \_\_\_\_\_ hours. Parties must include in this calculation the amount of time needed for opening and closing statements, witness testimony, legal argument, directed verdict motions, delivery of jury instructions, and other instructions.

- b. Request a \_\_\_\_\_ person jury.
- c. Agree that the issues to be tried are limited to:

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- d. Are prepared and ready to go to trial the week of \_\_\_\_\_

We certify that all terms and conditions of this certification are met and that this case is ready for trial.

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Plaintiff or Plaintiff's Attorney Name	Signature
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Phone Number	Email
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Defendant or Defendant's Attorney Name	Signature
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Phone Number	Email
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**COUNTY COURT JUDGE**

**Copy to:**  
**Judge Linda Singer Stein, Administrative Judge**  
**County Civil Division**  
[MMatos@jud11.flcourts.org](mailto:MMatos@jud11.flcourts.org)

**Judge Natalie Moore**  
**County Civil Division**  
[medelstein@jud11.flcourts.org](mailto:medelstein@jud11.flcourts.org)

**Maria Harris, Director, Civil Division**  
**Administrative Office of the Courts**  
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