

SMALL CLAIMS PRE-TRIALS WILL NO LONGER BE HEARD IN PERSON AT THIS TIME. EACH HEARING MAY BE INDIVIDUALLY SET BY TELEPHONIC AND/OR ZOOM VIDEO CONFERENCING. THESE ARE THE HEARING PROCEDURES BEGINNING MARCH 30, 2020 UNTIL FURTHER ORDER OF THE COURT

THE COURTS ARE UP, WORKING AND RUNNING AND WE ARE COMMITTED TO ALLOWING ACCESS TO THE COURTS BY TELEPHONE OR ZOOM PHONE CONFERENCING,

WE ARE MINDFUL THAT WE NEED TO KEEP EVERYONE SAFE AND HEALTHY TO MINIMIZE THE RISK OF TRANSMISSION OF CORONAVIRUS. PRE-TRIAL CALENDARS ARE SCHEDULED FOR A LARGE GROUP OF CASES AT ONE TIME. WE ARE REQUIRED TO FOLLOW THE RULES IMPOSED BY THE GOVERNMENT WHICH INCLUDE “SOCIAL DISTANCING” AND SUBSTANTIALLY MINIMIZING THE NUMBER OF PEOPLE PERMITTED TO BE GATHERED IN ONE AREA. IN ORDER TO COMPLY WITH THOSE MANDATES, BELOW ARE THE PROCEDURES IN PLACE AT THIS TIME FOR SMALL CLAIMS PRE-TRIAL HEARINGS.

IF YOU HAVE A SMALL CLAIMS PRE-TRIAL HEARING SCHEDULED FOR TODAY, IT WILL NOT BE HEARD AT THIS TIME IN PERSON.

IF YOU HAVE AN ATTORNEY, PLEASE HAVE YOUR ATTORNEY CONTACT THE OTHER SIDE TO DISCUSS THIS MATTER.

IF YOU ARE UNREPRESENTED BY AN ATTORNEY, YOU HAVE THE FOLLOWING OPTIONS:

- **THE ATTORNEY FOR THE OTHER PARTY MIGHT HAVE SENT YOU A LETTER ASKING IF YOU WANT TO SETTLE AND RESOLVE YOUR CASE WITHOUT A HEARING. IF YOU WANT TO DO SO, REVIEW THE TERMS OF THAT DOCUMENT CAREFULLY, MAKE SURE YOU UNDERSTAND IT AND SIGN WHERE STATED AND MAIL IT BACK TO THE ATTORNEY. THE ATTORNEY WILL THEN NOTIFY THE COURT AND YOU WILL RECEIVE AN ORDER DISMISSING YOUR CASE WITHOUT A HEARING.**

OR

- WRITE A LETTER ADDRESSED REQUESTING A PHONE OR VIDEO CONFERENCE HEARING TO THE CLERK'S OFFICE AND IT IS STRONGLY RECOMMENDED THAT YOU REGISTER WITH THE E-FILING PORTAL AT WWW.JUD11.FLCOURTS.ORG AND STATE THE FOLLOWING INFORMATION IN YOUR LETTER:

YOUR NAME

YOUR CASE NUMBER AND NAME OF YOUR CASE

YOUR REQUEST TO RE-SET YOUR PRE-TRIAL HEARING BY PHONE

LANGUAGE NEEDED IF INTERPRETER NEEDED – PLEASE HAVE SOMEONE AVAILABLE TO ASSIST AS ONE MAY NOT BE AVAILABLE

YOUR PHONE NUMBER

YOUR E-MAIL ADDRESS IF YOU HAVE ONE

YOUR FULL MAILING ADDRESS

IF YOU ARE AN ATTORNEY:

IF YOU HAVE AN AGREED ORDER, SUBMIT YOUR MOTION OR STIPULATION BY E-FILING AND YOUR PROPOSED ORDER BY COURT MAP

FROM THIS TIME ON UNTIL FURTHER NOTICE OF THE COURT – PREPARE AND SEND DEFENDANT A PROPOSED SETTLEMENT STIPULATION UPON FILING OF THE COMPLAINT. IF YOU RESOLVE THE CASE, SEND THE ORDER OF DISMISSAL VIA COURT MAP.

IF THE CASE IS NOT RESOLVED YOU MAY:

- REQUEST A COURT HEARING. CONSULT THE JUDGE'S WEBSITE FOR FURTHER INSTRUCTIONS ON SCHEDULING YOUR HEARING BY PHONE OR ZOOM VIDEO CONFERENCING.
- REQUEST MEDIATION. CONSULT THE JUDGE'S WEBSITE FOR FURTHER INSTRUCTIONS. IN SOME CASES, THE MEDIATIONS MAY BE SET BY TELEPHONE.

THANK YOU FOR YOUR COOPERATION, ATTENTION AND PATIENCE DURING THIS TIME OF EMERGENCY.