

**Small Claims Pre-trials: NEW PROCEDURES THAT MUST BE FOLLOWED**  
**Updated May 11, 2020 until further notice of the Court**  
**PLEASE READ CAREFULLY**

**Do not appear in person to Court:** Due to the COVID-19 health concerns, hearings are being conducted by telephone and/or video conferencing using the ZOOM platform. Your summons may contain a hearing date. You will receive a notice confirming your date with instructions on how to appear by zoom or telephone.

**IF YOU DO NOT FOLLOW ALL OF THESE INSTRUCTIONS, if you are a Plaintiff, your case may be dismissed and if you are a Defendant, a judgment may be entered against you.**

**1. SIGN UP AT THE E-FILING PORTAL:**

The link to the E-Filing Portal is: <https://www.myflcourtagency.com/default.aspx>

If you do not register, you may not receive any further information about your hearings. This is the best way to provide your contact information and file documents with the Court. Please also make sure you check your emails and mailboxes for important Court information. It is YOUR RESPONSIBILITY to keep your contact information updated.

**2. TEXT MESSAGE ALERTS:** Sign up to receive text messages about your court hearings. This is not an official notice. The link to sign up for Text Alerts is: <https://cmap.jud11.flcourts.org/ebench/textNotificationsRegistration.jsp>

**3. RESOLVING YOUR CASE WITHOUT ATTENDING A HEARING**

\* If you have an attorney: Give your attorney this form.

\* If you are SELF REPRESENTED: the attorney for the other party may have sent you a letter asking if you want to 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. Mail it back to the attorney and the attorney will then notify the Court and you will receive an order of dismissal without a hearing.

**4. REQUEST FOR ACTION FORM**

If you have not resolved your case with the other side and you want a hearing date by phone or zoom, you should file your request through the e-filing portal after you register. If you do not have access to the internet, you may mail a letter to the Clerk of Court. A SAMPLE FORM IS ATTACHED that includes all the information necessary to be notified of a hearing. The address for the Clerk's Office is attached for your use.

**5. FURTHER INFORMATION:** The division and contact numbers for the Judges' Chambers are attached if you have additional questions. That information is also on the Court's website at [www.jud11.flcourts.org](http://www.jud11.flcourts.org)

**For attorneys:** 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.; or REQUEST MEDIATION.. THE MEDIATIONS MAY BE SET REMOTELY.

## **Notice of Contact information and Request for Action**

**THE BEST METHOD OF CONTACTING THE COURT IS TO REGISTER ON THE E-FILING PORTAL.** The link to the E-Filing Portal is:

<https://www.myflcourtagency.com/default.aspx>

The link to sign up for Text Alerts is:

<https://cmap.jud11.flcourts.org/ebench/textNotificationsRegistration.jsp>

**Alternatively, you may fill out this form and mail it to the Clerk's Office**

(PLEASE PRINT CAREFULLY AND CLEARLY)

My name

is: \_\_\_\_\_

Case number (from the document that was delivered to you):

\_\_\_\_\_

Case name: Plaintiff \_\_\_\_\_ v. Defendant \_\_\_\_\_

The email where I want to receive notice from the court is:

My mailing address

is: \_\_\_\_\_

My telephone number

is: \_\_\_\_\_

I would like the following action in my case (check one):

\_\_\_\_\_ REQUEST FOR PRE-TRIAL HEARING

\_\_\_\_\_ REQUEST FOR MEDIATION

The Court interpreter may not be available at the time of your court event, so please have your own interpreter available to help you.

I request an Interpreter: check one:

\_\_\_\_\_ Spanish \_\_\_\_\_ Creole