

INSTRUCTIONS FOR SMALL CLAIMS PRE-TRIALS

PLEASE READ CAREFULLY

YOU HAVE RECEIVED A SUMMONS WITH A HEARING DATE, HOWEVER, SMALL CLAIMS PRE-TRIALS WILL NOT BE HEARD ON THAT DATE IN PERSON. EACH HEARING MAY BE INDIVIDUALLY RESET BY TELEPHONIC AND/OR ZOOM VIDEO CONFERENCING. THESE ARE THE HEARING PROCEDURES EFFECTIVE IMMEDIATELY UNTIL FURTHER ORDER OF THE COURT

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 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 REQUESTING A PHONE OR VIDEO CONFERENCE HEARING 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. A SAMPLE FORM IS ATTACHED FOR YOU TO USE.

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. THE MEDIATIONS MAY BE SET BY TELEPHONE.

PLEASE VISIT THE ASSIGNED DIVISION JUDGE'S WEBSITE WHICH MAY BE
LOCATED VIA WWW.JUD11.FLCOURTS.ORG FOR ADDITIONAL QUESTIONS
ABOUT YOUR HEARING DATE.