

LOCAL RULE 03 | HEARINGS - GENERALLY

(a) All hearings should be coordinated with opposing counsel. For UMC and Special Sets, please upload to "supporting documents" on CMS. Even if you have not set the case, you are able to attach supporting documents by going to Calendar ---> Show Events by Case.

Chambers does not get involved with scheduling hearings, and does not allow cases to be set unilaterally. Cases set unilaterally are subject to cancellation at Court's discretion.

(b) **Uniform Motion Calendar (UMC)** 8:45 A.M. - 9:30 A.M. Monday through Thursday by Zoom. Please see Local Rule 10A with regard to required good faith certifications.

(i) Please use [CMS](#) to schedule a UMC hearing. Hearings are limited to 5 minutes. Since the number of hearings are limited, *PLEASE timely cancel your hearing online before the hearing if the matter is resolved.* If you have any difficulty with Online Scheduling please email calendar@17th.flcourts.org.

(ii) Motion calendar matters will be heard on a "first come, first served" basis. If opposing counsel is not present, please call them.

(iii) If a hearing is canceled by the Court, the Online Scheduling system will generate an email notice to the setting party and the setting party shall notify all parties of the cancellation and reset the matter.

(iv) A maximum of three (3) motions will be heard on UMC per case. If more than three motions are requested, please set the case on the special set docket. All motions must be added at the time the hearing is set. Parties are unable to edit the motions after a hearing is scheduled. In order for parties to request additional motions after a hearing is scheduled, please contact chambers. The add on motion must already have been e-filed and parties must be noticed to all parties.

Additionally, notices of hearing, motion, and any supplemental exhibits must be uploaded to the "Supporting Documents" tab on CMS at least five (5) days before scheduled hearing. DO NOT UPLOAD CASE LAW. Even if you have not set the case, you are able to attach supporting documents by going to Calendar ---> Show Events by Case. [Training Video](#)



Hard copies are no longer required to be sent to Chambers for UMC. Upload all material to supporting documents in CMS only. Failure to comply with uploading documents may result in cancellation of hearing.

(c) **Special Set Hearings - 15 and 30 minutes.** Special Set Hearings may be scheduled on line for up to 30 minutes. **They are conducted in person.** All pleadings must be uploaded to "Supporting Documents" using CMS. **If a response is filed, a copy must be uploaded to CMS at least ten (10) business days prior to the hearing. A reply must be uploaded to CMS five (5) business days before the hearing. Failure to comply with this may result in cancellation of hearing or sanctions.**

A motion and a proposed order to appear by Zoom for a special set hearing must be submitted at least five (5) days prior to the hearing. If granted, the attorney must use Judge Levenson's direct Zoom link.

All motions must be added at the time the hearing is set. Parties are unable to edit the motions after a hearing is scheduled. In order for parties to request additional motions after a hearing is scheduled, please contact chambers. Additional motions may be added by chambers with at least five days notice and notice given to opposing counsel.

Please do not contact chambers to set a hearing requiring 30 minutes or less.

(d) **Special Set Hearings - Over 30 minutes/Evidentiary Hearings.** Hearings over 30 minutes must be coordinated through the office and conducted in-person. **They are conducted in person.** **Please submit a copy of your motion (with all attachments) to Ms. Quintero with a cover letter indicating how much time is requested for both sides and indicating whether it is an evidentiary hearing. If a response is filed, a courtesy copy must be received by chambers at least ten (10) business days prior to the hearing.** Once approved by the Court, parties will be contacted with potential dates and times for the hearing. Once a date has been agreed to by all parties, please call Ms. Quintero and a hearing will be set internally. Then please serve and file a notice of hearing for the appropriate date. Failure to strictly comply with this procedure may result in the inability to schedule future special set hearings.



No evidentiary hearings are permitted on regular special set dockets. All evidentiary hearings must be coordinated and set by Chambers and conducted in-person.

DO NOT SCHEDULE MOTIONS IN LIMINE UNLESS GRANTED PERMISSION. Motions in Limine will be heard by the trial court prior to trial beginning.

For hearings over 30 minutes, all pleadings and supplemental material must be delivered to Chambers 10 days prior to the hearing.

(e) **Cancellation of a Special Set Hearing.** Pursuant to Local Rule 10A special set hearings may only be canceled by parties if an agreement on the merits has been reached and the parties have entered into a written stipulation, or with court approval. An agreed order must be submitted electronically. If the parties cancel the hearing without court approval, the parties may NOT reset the matter on the special set docket; the hearing must be rescheduled on the Court's Uniform Motion Calendar. If a hearing is canceled by the Court, the Online Scheduling system will generate an email notice to the setting party and the setting party shall notify all parties of the cancellation and reset the matter.

(f) **Attorney Fees and Costs Hearings.** No evidentiary hearing will be scheduled until the Court's scheduling order has been complied with. The court will issue a scheduling Order upon receipt of the motion for attorney fees or costs. Entitlement to fees must be set on UMC prior to a scheduling order being issued.

An evidentiary hearing will not be scheduled until all pending appeals are completed.

(g) **Emergency Hearings.** In order to obtain an "Emergency Hearing", please provide to chambers an electronic copy of your motion, supporting documentation, and a cover letter advising how much time both sides will require. Also, please review and comply with Administrative Order # [2014-32-CIV](#). The court will determine if an "emergency" setting is appropriate and you will be advised accordingly. If appropriate, Ms. Quintero will provide you with potential hearing dates.

(h) **Case Management Hearings.** The Court welcomes case management hearings and encourages the use of agreed case management orders. Please set CMCs on UMC.

