

LOCAL RULE 12 | HEARINGS

(a) Generally. All hearings must be coordinated with opposing counsel. A courtesy copy of the motion and all related papers must be uploaded onto the CMS system "supporting documents" at **least four (4) business days prior** to the hearing and should include the below:

Please Note: DO NOT Mail, Fed Ex or UPS hard copies of pleadings, motions or supporting materials for any hearing. All motions and related papers must be uploaded as Supporting Documents and must be uploaded in time for the Court's review before the hearing.

- (1) The online scheduling receipt;
- (2) The notice of hearing; **(Note: the Notice of Hearing must include information on ZOOM. Please do not notice any physical hearings in the courthouse at this time.)**
- (3) The motion together with all items to which the motion is directed. *For motions to dismiss, include the complaint. For discovery motions, include the subject discovery.*
- (4) Orders after any hearing should be uploaded to the CMS system for review/approval of the Court BUT should not be uploaded until after all parties review and approve of the language on the order.

(b) Uniform Motion Calendar (UMC). Please see Local Rule 10A with regard to UMC limitations and good faith certifications. **Judge Robinson will commence docket at 8:30 a.m. (MONDAY through FRIDAY)**

- (1) Judge Robinson attempts to review each matter prior to the hearing. If your matter is resolved, please timely cancel you hearing online in the same manner in which it was set. Where possible, please cancel by 3:00 p.m. on the business day prior to the hearing. If you have any difficulty with Online Scheduling please email calendar@17th.flcourts.org.
- (2) Matters will be heard on a "first come, first served" basis. If opposing counsel is not present, please call them and if acceptable to do so text said counsel.



(c) Special Set Hearings - 15 and 30 minutes. Special Set Hearings for up to 30 minutes may be set online. Please do not contact Ms. Dyson to set a hearing requiring 30 minutes or less or to confirm the hearing after it has been scheduled.

(d) Special Set Hearings - Over 30 minutes. Any hearings over 30 minutes must be reviewed by the Court before any dates are provided. Please provide via email, remember to copy all parties to the email (please do not mail in hard copies) a copy of the motion (with all attachments) and any case law to the Court and indicate on a cover letter how much time is requested for both sides. Also, please include correct email addresses for all parties. You should contact Ms. Dyson via email (copy all parties) within a few days after receipt of the documents, for potential hearing dates. Once a date has been agreed to by all parties, please advise Ms. Dyson by email. Ms. Dyson will then authorize you, by email, to 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.

(e) Cancellation of a Special Set Hearing. In accordance with Local Rule 10A special set hearings may not be cancelled absent an agreement on the merits or court approval. If your matter is resolved, please cancel your hearing online in the same manner in which it was set. Please cancel as soon as possible so that someone else may use the time slot. Otherwise, please cancel by 3:00 p.m. on the business day prior to the hearing. Notify the court reporting service.

(f) Telephonic Appearances at Hearings. Requests for phone hearings and/or appearances by phone will be addressed in accordance with Fla. R. Jud. Adm. 2.530. Please include with your motion an order indicating the name of the attorney who will be appearing via telephone for the hearing. The Court will initiate the call. The Court utilizes the use of Court Call.

(g) Attorney Fee Hearings. An attorney fee hearing will not be scheduled until there has been compliance with the attorney fee scheduling order. (see last page of procedures). Please provide Ms. Dyson with a copy of your attorney fee motion so that a scheduling order may be issued by the Court.

(h) Emergency Hearings. Please see Administrative Order # 2021-50-CIV



(i) Case Management Hearings. The Court welcomes case management hearings and encourages the use of agreed Case Management Orders.

