

LOCAL RULE 04 | ON-LINE SCHEDULING

All Motion Calendar and Special Sets, 60 minutes or less, are scheduled online via Court Management System (CMS). Please visit www.17th.flcourts.org and click on the online scheduling link.

A. MOTION CALENDAR:

Pursuant to Local Rule 10(A), Motion Calendar is held Monday through Thursday at 8:45 A.M. unless otherwise blocked or cancelled by the judge due to other matters. The Judge usually takes the bench between 8:45 and 9:00 A.M. Please use this time to talk and resolve issues.

1) To comply with Rule 10(A), every party or attorney setting a motion for hearing shall execute the following certification:

I hereby certify that,

a. I have made a good faith attempt to resolve this matter prior to my noticing this motion for hearing and

b. The issues before the Court may be heard and resolved by the court within five (5) minutes.

c. All requests for discovery sanctions per Rule 1.380 must comply with [*Federal Express Corp. v. Simms*, 265 So. 3d 637 \(Fla. 4th DCA 2019\)](#).

2) No more than two motions may be noticed for a case on a motion calendar

3) All motions will be heard in the order in which the parties arrive and when all parties are present or an explanation provided for the absence.

4) As required, The parties shall speak to discuss the noticed motion and resolve issues before the date of the hearing and again at 8:45 AM before argument.

5) Please be prepared to discuss with the Court substantive and notice issues.

6) Take the time to meet with your opponent and agree to as much as you can prior to the court date. If your opponent does not show up to the Motion Calendar, it is



your responsibility to call and find out why they didn't show and advise the Court.

7) Canceling Hearings:

a. It is the Noticing Party's responsibility to timely cancel hearings online and open the time slot and to notify the Court and all interested parties (except for the cancellation of trial setting).

b. Filing a Notice of Cancellation is not sufficient. The Court retains jurisdiction to enforce by sanction violation of this order.

c. Non-setting party must confirm with the Noticing Party, not the Court, whether or not the case is moving forward or cancelled.

8) Add On Hearings:

a. Must be agreed to by all parties and will be heard only for the time allotted: both sides get equal time.

b. Please include a copy of the original online schedule receipt along with the add-on hearing notice and added motion.

9) DO NOT SEND COURTESY COPIES TO CHAMBERS.

10) Help:

a. If you have any difficulty with Online Scheduling please send an e-mail to: calendar@17th.flcourts.org and provide a description of the issue.

B. SPECIAL SET HEARINGS:

1) 15 and 30 minute Special Set hearings are scheduled online through the Court Management System (CMS). Please visit www.17th.flcourts.org and click on the online scheduling link.

2) Slots will reopen as attorneys cancel hearings, so keep checking if you need an earlier date.

3) Do not attempt to set hearings longer than 30 minutes by trying to piggyback two or more 30 minute hearings.



4) Canceling Hearings:

- a. Except for the cancellation of trial setting, It is the Noticing Party's responsibility to timely cancel hearings online and to notify the Court and all interested parties. Open time slots are desperately needed!!
- b. Filing a Notice of Cancelation is not sufficient.
- c. The Court retains jurisdiction to enforce by sanction violation of this order.
- d. Non-setting party must confirm with the Noticing Party, not the Court, whether or not the case is moving forward or canceled.

5) Courtesy Copies: Upload memorandum or related papers as "Supporting Documents" for the hearing/motion through the CMS portal.

6) Add On Hearings:

- a. Must be agreed to by all parties and will be heard only for the time allotted: both sides get equal time.
- b. Please include a copy of the original online schedule receipt with the add-on hearing notice and added Motion.

7) Help:

- a. If you have any difficulty with Online Scheduling please send an e-mail to: help@17th.flcourts.org and provide a description of the issue.

C. SPECIAL SET HEARINGS 45 MINUTES OR MORE:

Any matters needing a lengthier hearing will need to be set on a Calendar Call docket for purposes of scheduling a future hearing date. Please follow the procedures below:

- 1) Choose a Calendar Call date that is agreed upon by both parties.



2) EMAIL DIV14@17TH.FLCOURTS.ORG WITH THE CALENDAR CALL DATES AGREED UPON BY ALL PARTIES, ALONG WITH HOW MUCH TIME IS NEEDED AND WHAT MOTION NEEDS TO BE SET.

3) At the Calendar Call the Judge will set the hearing during the 3week trial docket.

4) Both sides need to be present at the Calendar Call and must bring their schedule for that trial period.

5) If you need to cancel the Calendar Call date, reset it or it's no longer needed, please contact the Judicial Assistant to remove it from the docket.

6) Calendar Calls online that appear full apply as full only for the trials. To schedule a special set hearing you can select any Calendar Call date and then follow the procedure.

D. INTERPRETERS-COURT RELATED TRANSLATION FROM A FOREIGN LANGUAGE:

Fla.R.Jud.Admin. 2.560 is the applicable rule which will be enforced by the Court. A Certified, Language Skilled or provisionally Approved Interpreter in that order of preference will be required for all Court related translations.

