

LOCAL RULE 04 | SCHEDULING A CASE FOR TRIAL

Please see Administrative Order # [2019-5-CIV](#). No unilateral trial settings are permitted. Any disputes regarding a trial date are to be set on the Court's uniform motion calendar. Please also see and review [Administrative Order 2021-19-CIV](#), Amendment 2 (May 19, 2021) in reference to the establishment and implementation of civil case management plan issued pursuant to Florida Supreme Court Administrative Order AOSC20-23, Amendment 13 (May 6, 2021).

(a) **Attendance at calendar call is mandatory.** The order of the trial docket will be determined at calendar call. If your case settles prior to calendar call please email Ms. Zielinski so that your attendance may be excused. **No motions will be heard at calendar call.** Failure to attend calendar call may result in dismissal or other sanctions.

In an effort to be more efficient, Division 18 is rolling out an electronic calendar call system. The form must be **jointly** completed by all parties. If the completed form is returned by at least one week prior to calendar call, along with the Joint Pretrial Stipulation, Jury Instructions and verdict form (all in Word format), you will receive an email excusing you from appearing at calendar call. You must attend calendar call if you do not receive an email confirming your excused absence from calendar call. Please note that if you do not submit the form timely or the form is incomplete, you will be required to attend calendar call.

(b) **Civil Trial Pool.** Please see Administrative Order # [2017-34-CIV](#). If you would like to go to the pool please advise the Court at calendar call.

(c) **Roll overs.** If your case is not reached on the trial docket, you will be placed on the next available trial docket. If you have not received such an order within 10 days of the end of the trial period, email Ms. Zielinski to inquire when your case will be reset.

(d) **Settlement.** If your case settles, please email Ms. Zielinski immediately. Please file the closing paperwork promptly.

(e) **Hybrid proceedings.** AOSC21-17, Amendment 3 (January 8, 2022) states that remote jury selection and trial proceedings (witnesses, etc.) may be remotely conducted if all parties consent to participating in the remote proceeding. The court



will allow for remote proceedings in trial as long as the parties consent.

