

LOCAL RULE 24 | NOTICE FOR TRIAL

The Court does not execute the trial orders, the attorneys do. Unless scheduled in Court, the Judicial Assistant will issue the trial order. The procedures are as follows: Once a trial date has been coordinated with the opposing parties or ordered in court during a hearing, the Trial Order needs to be processed using the Online Scheduling System at www.17th.flcourts.org.

1. **Go to** CALENDAR
2. **Choose** SHOW ABILITY
3. **Choose** MONTH" (right side of the screen)
4. **Select Category Type** CALENDAR CALL
5. **Select** CALENDAR CALL (Agreed by all parties)
6. **Select** Jury or Non-Jury and how many days for trial
7. **Submit**

Please Note: that the Trial Order will not automatically appear on the docket. Submitting the trial order online sends it directly to the Judge for approval. ONCE IT IS APPROVED, it will be sent to all parties on the electronic service list.

