

CIRCUIT JUDGE WILLIAM F. STONE

EMAIL SCHEDULING INFORMATION- **NON-CRIMINAL CASES ONLY**

PLEASE FOLLOW THESE GUIDELINES¹

When making a request please remember:

- Before a request will be honored, motions must be filed and on the Clerk's website.
- Subject line of the email must begin with "HEARING REQUEST"(all capital letters), immediately followed by the CASE NUMBER.
- The body of the email must include:
 - Court in which the proceeding is pending; Case Number; Name of initial party on each side of the case; Sender's name and telephone number; Title of the Motion(s); Time requested for hearing each motion; If parties will appear by telephone, as governed by Fla. R. Jud. Admin. 2.530(c)²; Names of assistants copied, name of their attorney and party represented.
- All parties, including Pro se, are to be included in the email.
- For clarity and to avoid being flagged as spam, please limit recipients to those making the decision to accept or decline a date.

Upon receipt of a hearing request:

- The JA will, by email, provide all parties the next appropriate dates.

In response to the JA about dates please remember:

- Emails are to be in the same format provided above.
- Dates are not reserved, dates are confirmed on a first accepted basis.
- Limit responses to the JA to accepting or declining available dates.³

After all parties accept a date:

- The JA will confirm the date by email, no date is confirmed without the JA's email.

Once a date is confirmed by the JA, please remember:

- The Notice of Hearing should be promptly filed and served by the requesting party.

Finally, please note:

- All hearings are scheduled and heard on Central Time.....yes part of Florida is on Central Time.

¹ These rules are intended to: be consistent with Fla. R. Jud. Admin. 2.516; expedite email delivery; reduce diversion of email to spam; promote efficient response to all requests.

² Telephone appearance are made through CourtCall 1-800-882-6878 or by visiting www.CourtCall.com.

³ Communications with the JA are ex parte communications and must be limited to circumstances allowed by Code of Judicial Conduct Canon 3 B(7). Copying the JA or using "Reply to All" in emails between the parties, or their representatives, on subjects other than accepting or declining a date, impermissibly involves the JA in such communications.