

GENERAL RULES AND REQUIREMENTS FOR THE OFFICE OF THE HONORABLE ZACHARY M. GILL

Scheduling a Hearing:

- You must contact the Judicial Assistant for available hearing dates and times once motion is filed. You must then coordinate a mutually agreeable date and time for the hearing with opposing counsel and contact the Judicial Assistant to schedule it on the Judge's calendar. If the opposing party is a pro se party, you may set the hearing without coordinating as long as the pro se party is given ample time to receive a notice of the hearing prior to the hearing date.

DO NOT send original signed documents to the Judge's Office. Once your documents have been electronically filed you may hold on to them (unless the Judge's office has asked you for a copy)

Submitting Motions and Proposed Orders to the Judge:

- Judge Gill's office is **paperless** all documents are to be filed via the e-portal and orders should be filed through the Proposed Documents option on the E-portal for electronic signature. <https://www.myflcourtaccess.com>
- If both parties are represented by counsel and the motion has been filed on the case. You may submit the proposed order to the judge via the Proposed Documents option on the E-portal. Copies and envelopes are not needed.
- If a pro se party is involved please submit copies and envelopes via regular U.S. mail to the judge's office for review.

SMALL CLAIMS PRE-TRIAL CONFERENCES:

- If you wish to continue a PTC you must file a motion to continue with the clerk's office then contact the Judicial Assistant and submit the proposed order to the judge via for judicial review option on the E-portal. The Judge will review the motion to continue and decide if it will be granted or denied.
- If the parties wish to invoke the rules of civil procedure and waive the pre-trial conference, a stipulation shall be submitted as a new pleading on the case and a Proposed Order to Invoke Rules of Civil Procedures submit the proposed order to the judge via for the Proposed Documents option on the E-portal for the Judges review no later than 4pm on the Monday prior to the Pre-Trial conference date. The Stipulation and Proposed Order to Invoke Rules of Civil Procedures can be found at the following link:
<https://www.ca.cjis20.org/home/lee/leejudge.asp?Judge=gill&PgType=3&Display=>

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