

# **Guidelines & Procedures Div. 71 County Civil**

## **Judge Deborah B. Ansbro Orange County Judge**

**Lauren Moyer, Judicial Assistant**  
**(407) 836-2481**  
**[Div 71@ocnjcc.org](mailto:Div71@ocnjcc.org)**

In order to assist self-represented litigants (referred to as **pro se litigants**) and attorneys/law firms, the following guidelines and procedures are adopted for County Civil Division 71 in Orange County, Florida when practicing before Judge Deborah B. Ansbro. **Please note** these are general guidelines/procedures. Each case is unique. The Court or applicable law may require different or additional procedures than referenced below.

### **Small Claims Action**

If you file a **Small Claims** action (damages sought are \$5,000 or less) it will be set for a **Pre-Trial Conference(PTC)/Mediation**. (Clerk sets the date and time on Summons). Assuming service of process is timely perfected, parties will report to Room 130.02 for Mediation at the Orange County Courthouse located at 425 N. Orange Ave., Orlando, FL 32801. **Make sure to check in timely.**

Attorney can appear at Mediation without client in a Small Claims action **if they have full settlement authority**. If all parties are represented, a mediator will meet with parties to try to resolve. If unable to resolve, the mediator will complete a **Trial Agreement Form**. (Parties need to list any conflict dates, the names of witnesses and estimated time to try case.) **Form and parties will go to Room 370 for pretrial conference (PTC) with Judge presiding over pre-trials for that day**. The Judge handling the PTC may or may not be the presiding Judge for the particular case.

During the PTC, the Judge and parties will go over any Pre-Trial Motions and matters that need to be addressed prior to setting a trial date. Once the Judge is satisfied the action is ready to be set for Trial, the Trial Agreement Form will be given to the assigned division's Judicial Assistant. The Judicial Assistant will coordinate with Judge and Parties to set date and length of trial, usually 30 to 60 days out (but can be set sooner). **A Pre-Trial Conference/Mediation may be cancelled/continued by Court Order only**, with the exception of PIP cases as discussed below. Attorneys in non-PIP cases do not have authority

to cancel a Pretrial Conference/Mediation, but must timely file an appropriate motion and obtain an order from the court. If an order has not been entered prior to the date of the Pretrial Conference, then the Pretrial/Mediation will proceed as noticed.

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If a party fails to appear at Pre-Trial Conference/Mediation, opposing side can request a Clerk's Default or Court's Dismissal of Action. Attorneys wanting a Clerk's Default must submit the Order to the Clerk's office. Clerk will not provide a Default Order to an attorney. After default is entered, submit Default Final Judgment packet to Judge, via the Clerk, after all pleadings/affidavits are properly filed.

**Note:** Administrative Order effective Nov. 1, 2009 (2009-12) regarding **PIP claims**. If counsel on **both sides**, **file** "Notice of Appearance/Cancellation of Small Claims Pretrial Conference/Mediation" no later than 4 p.m. 2 business days prior to date of Pretrial Conference/Mediation, dispense with Pre-Trial/Mediation and invoke the Rules of Civil Procedure.

### **County Court Action**

If you file a **County Court** claim (\$5,001 to \$15,000) no mediation date will be set. Defendant typically has 5 to 20 days to reply after service (see Summons for response date). If Defendant fails to respond, Plaintiff can move for a Clerk's Default. If a written Response/Answer is timely filed, Court likely to refer to Mediation office at Courthouse (\$60 mediation fee each party; Mediation office asks that you pay in advance!). Landlord/Tenant actions are treated differently pursuant to Florida law.

## **Hearings**

**Pro Se Litigants** – Written requests for relief or judicial action, known as a **Motion**, must be mailed to or personally filed with Clerk of Court. The Clerk will deliver the Motion to the Judge to review. If a hearing is necessary, the Judicial Assistant will schedule a hearing. Make sure the Motion has a proper caption, case number, date, your mailing address, phone number, email address (if any), printed name, signature and certificate of service to show that copies were mailed. **Service copies to all parties, or counsel, must be delivered by U.S. Mail**, first class, postage paid. (Email is not sufficient service.)

**Ex Parte** – Ex Parte hearings are held Monday thru Thursday from 9:00 to 10:00am for **uncontested non-evidentiary hearings** that are **no more than 5 minutes**. Do not call Judicial Assistant to schedule. Give opposing side **reasonable** written notice of hearing. File Notice of Hearing with Clerk and serve a copy on opposing side. If Judge is hearing a specially set matter between 9:00 and 10:00am, you will be brought in as soon as possible. There is a **drop box** for each division on the waiting room (back wall book shelf) if you want to

leave a proposed Order (with conforming copies and stamped addressed envelopes) for the Judge. Telephonic hearings are not permitted for Ex Parte hearings.

## **How to Schedule a Hearing**

### **For Contested Hearings – Do not call the Judicial Assistant to set a hearing until you do the following:**

(1) **Using the Judicial Automated Calendaring System (JACS), select an available hearing date and time.** Go to the Court website, [www.ninthcircuit.org](http://www.ninthcircuit.org). Click the “Attorney” link. Near the bottom of the Information column click the “Hearing Schedules” link. This takes you to **JACS**. Select the calendar for the Division (71). Click the retrieve button and available hearing time for approximately the next 60 days is displayed in fifteen minute increments. You can set hearings for less than 15 minutes.

(2) **Coordinate the date and time with opposing counsel/pro se party and**

(3) **Then, and only then, call the Judicial Assistant at (407) 836-2481 for the hearing to be added to the docket.** Your hearing time is not confirmed until you speak directly with the Judicial Assistant.

If you are requesting more than 15 minutes for a hearing contact the Judicial Assistant for further instructions. Division 71 expects that you will file Motion **before** setting a hearing.

**Court Reporter** - If you want a record of hearing/trial you must make arrangements for a **Court Reporter**. Parties, Witnesses and/or Attorneys shall not record the proceeding except through a court reporting service present in the hearing room/courtroom. Unlike criminal cases, the civil courts do not otherwise record any proceeding.

**Interpreters** - Unlike criminal cases, County Civil does not provide language interpreters for litigants. You must make your own arrangements.

**Caveat** – Under the ADA, Court Administration will provide sign language interpreter in civil matters. Contact Court Administration no later than 2 working days in advance to arrange accommodation for hearing or voice impairment. See Administrative Order 07-97-32-04.

**Pursuant to Florida Law all Pleadings/Motions/Orders must be in English.**

**Hearings/Trials cannot be cancelled unilaterally.** You must email or speak directly with the Judicial Assistant, provide the reason for the cancellation

and the Judicial Assistant will advise if the matter can be cancelled. Timely file with Clerk's Office and fax/email to Judicial Assistant a notice of cancellation. If you settle a case, file dismissal with Clerk's Office, fax/email copy to Judicial Assistant and advise Judicial Assistant to take case off hearing/trial docket.

A hearing *scheduled by the Court* may not be cancelled by either party, or by stipulation. A motion showing good cause for cancellation must be submitted to the court by at least 4 p.m. 2 business days prior to hearing with a proposed order. Unless an order granting the cancellation is entered, all parties must appear as ordered.

**Emergency Hearings** - If an emergency situation arises, counsel/pro se litigant may request that a hearing be set on short notice. The heading/title must designate that the motion is an "Emergency Motion To..." The body of the motion must contain a detailed explanation of the circumstances constituting the emergency as well as the substance of the motion. **The motion must be delivered to the Court before a hearing will be set.** The Court will review the motion and, if it is determined an emergency exists, the Judicial Assistant will attempt to contact counsel/litigants to set the hearing. In light of the short setting, opposing counsel/litigant may attend the hearing via telephone if schedules will not allow them to appear in person.

**Cooperation of Counsel** – If counsel/pro se litigant does not cooperate in scheduling a hearing, the requesting party may unilaterally set a hearing giving at least 14 days written notice (plus 5 days if mailed) to the opposing counsel/litigant who failed to cooperate. Notice of Hearing must state that opposing counsel/litigant refused to coordinate a hearing time.

**Faxes** - **Do not fax** copies of case law/exhibits/motions/orders to the Judge. Faxes, especially day of hearing/trial, will not be considered. Mail or hand deliver in advance of hearing/trial (3 days prior). Fed Ex/UPS deliveries addressed to the Judge are received by the Courthouse Mail Room. Please note that Fed Ex/UPS packages marked next day delivery, may not be delivered to the Judge for 2-3 days.

**Filing of Pleadings** – Mail to Clerk's Office. If you go to the Clerk's Office, Room 310, to file a document/pleading in a case set for hearing within 48 hours, please tell the Clerk at the counter. He or she will make sure it makes it into the Court file/Odyssey.

**Proposed Orders** - **Bring proposed Orders, with proper number of copies, and addressed envelopes with sufficient postage to all hearings.** Same when you mail them in. If Court takes under advisement and you are tech savvy, email or bring a copy of Order on a CD (Word or Word Perfect format only). Because many orders in Div. 71 matters are entered immediately, **the moving party is required to present, at a minimum, service**

**envelopes that have been addressed and to which postage has been applied.**

Proposed Orders and requests for Default Final Judgments are often sent back to the attorney. Division 71 uses a “**Kickback Order**” (go to Court’s web page or email Judicial Assistant at [Div71@ocnjcc.org](mailto:Div71@ocnjcc.org) for a copy). This advises the attorney/pro se litigant why a requested action cannot be acted on by the Court. Please review the order as it addresses the common deficiencies of Pleadings/Motions/Affidavits filed with the Court.

**Preparation** - A well prepared attorney/pro se litigant should do the following at all Court Appearances:

(A) **Show up on time.** Division 71 has a 5 minute rule for Hearings and 10 minute rule for Trials. Fail to show up, fail to contact Court you are running late and the hearing or trial will start without you, even if your client is present.

(B) **Bring proposed Order** with copies/**stamped addressed envelopes**; copies of case law/Statutes for Judge **and** opposing counsel; and copies of Motion, in case missing from Court File/Odyssey system. If you highlight case law/exhibit, all copies must be highlighted. Bench notebooks with copies of pertinent pleadings, case law and Proposed Order, are welcomed. Make sure opposing counsel receives the same notebook. If you want the Court to review notebook before hearing, make sure to deliver well in advance (e.g. 3 days before the hearing). Pursuant to Florida Law all Motions/Orders must be in English.

(C) **Know proper Courtroom Decorum.** The Ninth Circuit has adopted the Orange County Bar Association Standards of Professionalism (go to Court’s web page or email Judicial Assistant at [Div71@ocnjcc.org](mailto:Div71@ocnjcc.org) for a copy). If you are not sure about appropriate courtroom protocol, please ask.

**Telephonic Appearance** – Attorneys/pro se litigants do not need to file a motion to appear by phone. You must tell the Judicial Assistant when setting the hearing/trial that you will be appearing by phone and provide the toll-free/collect phone number where you can be reached. Notice of Hearing must disclose you will be appearing telephonically with phone number you can be reached at. **No cell phones** (connection is often bad). If you are appearing long distance you must provide the Judicial Assistant with a 1-800 number or have a phone that will accept a 1-800 ATT collect call (no cell phones). If more than one attorney/litigant/witness will appear by phone, one of them must arrange to connect the others by conference call or no one will be allowed to appear telephonically.

**All telephone calls will be made from the Judge’s hearing room.** If we cannot reach you at number provided on the *first attempt*, the hearing will proceed without you. If a disconnection occurs, the hearing will proceed without you. In other words, you **appear by phone at your own risk!**

**Check In** - A copy of the Division 71 Docket is located on the table as you enter Room 370. Check next to your name to indicate you are present. Have a seat and listen for the Trial Clerk to call your case. The Clerk will not go looking for a party. If you have a question talk to the Trial Clerk, call the Judicial Assistant from the phone located right outside the hearing room or go to the Clerk's Office Room 310 [on line to "myclerk"] (see below).

**Witnesses appearing by phone** – Parties seeking to have a witness appear by phone **must** review **CC cases** Rule 2.530 of the Florida Rules of Judicial Administration and **SC cases** Rule 7.140 of the Florida Small Claims Rules. File Motion setting out reasons for the telephonic appearance of witness and good cause for request. The Court will issue an **Order on Motion for Telephonic Appearance of Witness**. Witnesses appearing telephonically must be sworn in at their location by a notary or other person authorized to administer oaths in the witness's jurisdiction.

**Please note** that the Court has **complete discretion** when it comes to telephonic appearances of attorneys, parties and witnesses. There is no right to appear by use of the Court's phone system. Likewise, the Court may require personal attendance of attorneys, parties and witnesses at all hearings/trials.

## **Discovery Disputes**

**Discovery Disputes** – Attempt to resolve discovery disputes in good faith prior to scheduling a hearing. All County Civil Judges follow the guidelines set out in the 2007 Handbook on Discovery Practice.

**Discovery Motion** – The mere filing of a Discovery Motion, Motion to Compel or Motion for Protective Order is insufficient. Motion must be set for hearing to bring the matter to the Court's attention. If no response or objection has been filed to initial Supreme Court approved discovery requests (e.g. Fact Information Sheet, Interrogatories, etc.), the moving party may submit proposed order (include stamped addressed envelopes) with the Motion. No hearing will be necessary.

**Attorney Fees** - **If you are seeking attorney fees you must, before filing a Motion to Compel** pursuant to Rule 1.380, Florida Rules of Civil Procedure, or a **Motion for a Protective Order**, as provided in Rule 1.280(c), Florida Rules of Civil Procedure, **confer with counsel** for the opposing party in a **good-faith effort** to resolve by agreement the issues raised, and **shall file** with the court at the time of filing of the motion a statement certifying that he/she has conferred with opposing counsel and that counsel have been unable to resolve the dispute.

**As provided in Section (a) (4) of Rule 1.380, if the motion is granted, the court shall award expenses which may include attorney's**

**fees.** Review the 2007 Handbook on Discovery Practice, which is available on the Ninth Judicial Circuit website, [www.ninthcircuit.org](http://www.ninthcircuit.org).

**Compulsory Medical Examinations** – See Guidelines for Counsel Regarding Compulsory Medical Examinations at Court’s web page or email Judicial Assistant at [Div71@ocnjcc.org](mailto:Div71@ocnjcc.org) for a copy.

## **County Court Trial**

County Court actions will be set for trial when they are at issue. Either party may file a Notice advising the Court that the matter is at issue and requesting a trial date. The Court may set a matter for trial on its own accord.

**Non-Jury Trial** - All hearings and trials are held in Room 370 unless otherwise noted. For a **non-jury trial**, file a Notice for Trial (i.e. that the case is at issue) with the estimated time needed by all sides and Court will schedule a Status Conference Hearing, issue a Case Management Order/ Uniform Order Requiring Pre-Trial Matters to be Completed or coordinate with parties to set trial date. You can also review JACS docket for available times, clear with opposing counsel/pro se litigant and then contact Judicial Assistant with your request for a date, time and length of trial. Court will ultimately decide trial date and how much time will be allocated for trial. If you need more than **one hour** you must set out reasons in writing to Judge.

**Jury Trial** - For a **jury trial**, file a Notice for Trial and Court will set for Trial or Judicial Assistant will set a Scheduling Conference. Court will determine if case is at issue and if so, set on a preset Jury Trial Docket.

After Scheduling Conference, the Court will issue a **Uniform Order Setting Case for Jury Trial and Pre-Trial Conference**. Mediation, all hearings, and discovery must be completed before the Pre-Trial Conference. Order of cases will be determined at Pre-Trial Conference, typically scheduled 14 days before start of trial period.

## **Have A Question About Your Case?**

Please understand that the County Civil Judges and Judicial Assistants work very hard to handle the thousands of cases before them. With so many law firms and pro se litigants, the Judicial Assistants spend **hours each day** talking to individuals when most of their questions could be answered by using the internet to review the Court file or by simply filing an appropriate Motion. ***Do not ask or expect the Judicial Assistants to give you legal advice***, i.e. tell you what to do, what to write, how to proceed, etc. Judicial Assistants are prohibited from giving legal advice, as to do so may subject them to criminal charges for practicing law without a license.

When the Court signs an Order it is delivered to the Clerk for filing. Copies are mailed to the parties. If you want to know if an Order has been entered, check with Clerk or wait for mailed copy. Court does not maintain copies of signed Orders.

**Myclerk** - As of March 2009 County Civil utilizes the **Odyssey electronic case management system**. Odyssey is maintained by the Clerk of Court. Odyssey electronically displays court filings, including financial information. Non-court personnel can access the Odyssey docket listing by going to [www.myorangeclerk.com](http://www.myorangeclerk.com). On the left side is the icon for "**myclerk**". Click the icon, answer access question, click Civil Case Records link, search by case and type in your case number (remember "o" as in Orlando, is the typical court location). Click the case and you can see the list of pleadings and orders filed with the Clerk. You cannot open a particular document (unless you go to Room 310 and use a computer in the Viewing Room); you essentially are looking at a docket index. It is the same one that the Judicial Assistant is viewing if you were to call with a question. Please use "myclerk" instead of calling the Judicial Assistant.

**No Electronic Filing** - County Civil is not part of the Electronic filing system used in Circuit Civil. You cannot electronically file County Civil pleadings.

**Note:** The Judicial Assistants print mailing envelopes using the Odyssey system. If you know a name/address is erroneously listed in Odyssey, contact Clerk's Office to modify. If address has changed, file Notice of Change of Address with Clerk's Office. Clerk has complete authority over information in Odyssey.

**Court Files** - Technically County Civil is "fileless". In other words, the Judges are working towards eliminating the need for files and, instead, access Odyssey. When you file a document, Clerk's policy is to have it displayed in Odyssey in 72 business hours. The reality is that it may be much longer. If you appear at a hearing you may bring the file in case it has a document that is not displayed in Odyssey if you wish to do so.

**Review File** - If you want to review a file in person or have it available for a hearing, you should fax [(407) 836-2225 Attn Civil Division File Team] or email ([civildivisionfileteam@myorangeclerk.com](mailto:civildivisionfileteam@myorangeclerk.com)) the clerk's office 24 to 48 hours in advance, depending on year of file. Current year cases are kept in Room 310. Prior year cases are downstairs in the Records Management Room or at the off site Records Center. By emailing/faxing your request 48 hours in advance, the file should be waiting for you at the Clerk's counter in Room 310.

Want to see the pleadings listed in Odyssey? Go to **Viewing Room** located in Room 310. Using available computers, type in password "public" and navigate to file. No charge to view; \$1 per page to print out.

**Confirm Upcoming Hearing** - Want to confirm a scheduled hearing or the previously supplied number the Court will call for a telephonic appearance in a

division? Go to [www.ninthcircuit.org](http://www.ninthcircuit.org). Click the “Attorney” link on right side then click the “Dockets” link toward the bottom of the Information column. Select the division and it will display two weeks of upcoming scheduled hearings/trials and any telephone numbers that were provided.

## **PLEASE ENSURE YOU COMPLY WITH THE FOLLOWING DIRECTIVES:**

- (1) *Always obey the Court Deputies.* Security is a serious and non-negotiable matter.
- (2) *Always show respect to the Judicial Assistants, Clerks and Receptionists.* They work very hard and have to deal with a large volume of telephone calls and in person contact from pro se litigants, attorneys, legal assistants, family members of litigants, etc. Do not ask or expect to receive, any type of legal advice from a JA. This means very simply: Do **NOT** raise your voice to a JA, do **NOT** argue with a JA, do **NOT** ask a JA what you should do or how you should do it. If you have an issue of any type about your case, then file an appropriate motion, set it for hearing, and address the matter with the Judge.
- (3) *Do **NOT** call or email the Judicial Assistant to set a hearing before checking available hearing times on JACS and clearing with opposing side.*
- (4) *Do **NOT** simply go to JACS for available hearing time and leave a phone message with the Judicial Assistant as to the date and time you picked for hearing. For Div. 71 matters, you must speak directly with Judicial Assistant to confirm hearing time in order to reserve it for your case.*
- (5) *Div. 71 does **NOT** allow for “Save the date” hearings. Similarly, do **not** take up the Court’s limited hearing time by scheduling a hearing and failing to send out Notice of Hearing. Likewise, **do not cancel hearings on short notice** unless matter/case has resolved and dismissed.*
- (6) *Do **NOT** fail to schedule a hearing on Motions/Objections. If you file for relief/protection, schedule a timely hearing, notice all parties promptly, and show up timely for the scheduled hearing.*
- (7) *Do **NOT** appear at the time of the hearing without a **proposed Order, sufficient copies and stamped pre-addressed envelopes**. If not sure how Judge will rule, leave space on Order for Judge to write additional rulings. Need a stamped envelope? Go to Room 320. Cost is \$1 (if in stock). **Div. 71 requires service envelopes be provided by the moving party at the time of the hearing without exception.***

- (8) Do **NOT** call the Judicial Assistant about a matter that is a Clerk issue or which you can check for yourself by accessing the Court/Clerk websites or viewing a file in person at Room 310.
- (9) Do **NOT** email, fax or mail *Ex Parte* communications to Judge/Judicial Assistant. The Court cannot communicate in any form with one party without the other being present and/or having notice. If you want the Court to act on a matter, **you must file a written Motion** with the Clerk and provide copies to all other parties. Court will sanction parties/attorneys for abusive emails, faxes, letters and telephone calls.
- (10) Do **NOT** Fax/Email Orders unless otherwise directed by the Court to do so, or unless service envelopes have previously provided. Court will only enter Orders with proper number of copies and stamped addressed envelopes, unless Court requests email copy for editing.
- (11) Do **NOT** "Piggy Back" motions. Do not cross-notice additional motions unless counsel/pro se litigant first confirms with opposing counsel/litigant and Judge's Judicial Assistant that sufficient additional time can be reserved.
- (12) Do **NOT** fail to account for parking delays and back ups at front door security line. **Expect delays and arrive early.**
- (13) Upon arriving into the county civil area, immediately sign in and advise Deputy if leaving the waiting room. Trial Clerk goes to waiting room (not the hallway) to call your case. **If you are not present at the time the hearing is scheduled to begin, we will likely proceed without you.**
- (14) Do **NOT** argue with the Judge, especially after a ruling. Take a deep breath. You can always timely file a Motion for Rehearing/Clarification or a Notice of Appeal.
- (15) Do **NOT** attend a hearing when a simple phone call to opposing counsel/pro se party could have resolved the matter. This is especially true when both parties are represented by legal counsel. In Div. 71 matters, attorneys are *required* to communicate in person with one another in an attempt to resolve disputes *prior to* filing motions and setting hearings relating to those disputes.
- (16) Do **NOT** fail to call the court/opposing counsel/pro se party when hearing is cancelled or Dismissal filed. It is unprofessional to cause an attorney/party to make a needless Court appearance.
- (17) Do **NOT** fail to coordinate with Trial Clerk for pre-marking evidence. Do you have numerous Trial exhibits? Consider using an **Evidence notebook**, with all exhibits tabbed. Remember to move into evidence your exhibits marked for identification.

(18) *Always timely return a call or email from the Judicial Assistant.* If an attorney, legal assistant or pro se litigant fails to respond within 24 hours to a telephone message or email from a Judicial Assistant to set a hearing or trial, the Judicial Assistant will set the matter and send a notice without further inquiry. The Judicial Assistant will **NOT** make more than one attempt to coordinate the hearing.

(19) *Always file a Notice of Change of Address with the Clerk.* Court will mail Orders and Notices of Hearings/Trials to last address in Odyssey case management system.

(20) *Always turn off cell phone when entering the county civil area.* If your phone is on or rings it is subject to seizure, inspection and forfeiture.

(21) *Always appear at Trial* with all your witnesses, exhibits, photographs, contracts, etc. **Note:** A witness' written statement, even if notarized, is ordinarily inadmissible hearsay and will not be considered at trial.

## **Litigant Resources**

### **Court Resource Center**

The Court Resource Center (Room 365) is only a few steps from the County Civil Hearing Room. Open 7:30am to 4:30pm Monday thru Friday, the CRC has internet equipped computers with free printers; free fax machine for outgoing or incoming faxes (outgoing faxes local only); copy machine (.25 cents per copy); courtesy phone (local calls only); tables and chairs; outlets to charge your phone and computer; typewriter and information on various services.

### **Vending/ATM Machines**

Public Vending Area, Room 160, located on the southeast side of Courthouse just pass the elevators, has vending machines for snacks, cold drinks, hot coffee and a change machine. ATM located in hallway to Room 160. Deli situated on first floor next to Courthouse exit (you have to go back through security line). Room 355, Marriage Licenses and Passports, has a bottled water vending machine.

### **Free Wi-Fi**

Courthouse has free Wi-Fi service. Look for "ninthpublic" in your Wireless Networks detected window.

### **Public Law Library**

Located at the Florida A & M University College of Law, the law library is open to the public 7 days a week. Typical hours are 8 am to 9 pm Monday thru Friday and 1 pm to 6 pm on the weekends. Free parking at the State of Florida Regional Service Center garage (first floor including ramp) located at 400 W. Robinson St., Orlando. Florida A & M College of Law is situated next door at 201 Beggs Ave. View the Online Library Catalog at <http://am.aleph.fcla.edu>

Law library has copy machines and internet equipped computers. Questions, call the Circulation Desk at (407) 254-3263.

## **Contact Information**

**Judge Deborah B. Ansbro**  
425 N. Orange Ave.  
Orlando, FL 32801

Hearing Room: 370

**Lauren Moyer**  
Judicial Assistant  
425 N. Orange Ave.  
Orlando, FL 32801

Phone Number: 407-836-2481  
Fax Number: 407-835-5237  
Email Address: [Div71@ocnjcc.org](mailto:Div71@ocnjcc.org)

**Clerk of the Court**  
425 N. Orange Ave. Ste. 310  
PO Box 4994  
Orlando, FL 32801

Phone Number: 407-836-2065  
Fax Number: 407-836-2099  
Website: [www.myorangeclerk.com](http://www.myorangeclerk.com)  
File Viewing Room: Room 310

**Legal Aid Society of the Orange County Bar Association, Inc.**  
100 E Robinson St.  
Orlando, FL 32801

Phone Number: 407-841-8310  
Fax Number: 407-648-9240

**Community Legal Services of Mid-Florida, Inc.**  
122 E. Colonial Dr. #200  
Orlando, FL 32801

Phone Number: 407-841-7777  
Fax Number: 407-246-1661

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