

Courtroom Guidelines and Procedures for Osceola County Circuit Civil Division 20

Judge Scott Polodna Circuit Judge

In order to assist Counsel, the Litigants, and the Court, the following Guidelines and Procedures are hereby adopted for Circuit Civil Division 20 in Osceola County, Florida when practicing before Judge Scott Polodna.

RESIDENTIAL, TIMESHARES, AND HOA LIEN FORECLOSURES

In Division 20, assigned Residential Foreclosure, Timeshare Foreclosure and HOA Lien Foreclosure Cases needing a hearing, are scheduled and heard by Judge Scott Polodna.

Location of Hearings/Trials

Residential Foreclosure Hearings/Trials are heard in Courtroom 5E, Osceola County Courthouse, 2 Courthouse Square, Kissimmee, Florida 34741 (unless otherwise noted).

Telephonic Hearings

Pursuant to Administrative Order No. 2008-01-01, **no telephonic** foreclosure hearings/trials are allowed.

Ex-Parte

Ex-Parte Motions are heard from 8:30 a.m. – 9:00 a.m., **Monday, Tuesday, and Thursday** in Hearing Room 6A, and will be taken on a first come, first serve basis. These are not scheduled with the Judicial Assistant. Counsel is limited to 5 motions at a time. No argument will be entertained and if the Court deems argument or further notice is required, counsel shall set the matter for hearing to be notice to the parties. **Attorneys must notice the matter and bring an order for the Court's signature.** Hearing times must be cleared with opposing counsel or pro se parties.

Good faith cooperation is expected both from counsel, their support staff and pro se litigants. Should counsel, their staff, or pro se litigants fail to respond within 3 business days, or refuse to cooperate in obtaining or in setting a hearing, the difficulty should be specifically set forth either in the motion or in the notice of hearing.

If counsel/pro se litigant does not cooperate in scheduling a hearing, the requesting party may unilaterally set a hearing by giving at least 14 days written notice (plus 5 days if mailed) to the opposing counsel/litigant who failed to cooperate. The Notice of Hearing must state that opposing counsel/litigant refused to coordinate a hearing time. Attorneys shall not mail orders for Ex-Parte signature.

Types of Ex-Parte Motions:

- Motions for Judicial Default
- Motions to confirm assignments
- Motion to Substitute Parties or Counsel
- Motions to Withdraw (Motion must include client's consent and statement that no matter is pending, as well as the name, address, telephone number of party)
- Agreed Orders. If entry of an agreed order cancels a set hearing, the Court shall be advised of the date and time of the hearing so it can be removed from the docket.
- Amend COP to Correct Scrivener's Error
- Dismissal Orders
- Motions for Writ of Possession
- Motion for Leave to Amend
- Motion to Extension of Time
- Motions to Return Documents
- Motion to Appoint GAL
- Motion for Order to Show Cause

Procedures for Scheduling Foreclosure Hearings:

Foreclosure hearings will be scheduled on **THURSDAYS** in Courtroom 5E of the Osceola County Courthouse. Please include this location on hearing notices.

Use JACS to coordinate a date listed under RESIDENTIAL/TIMESHARE AND HOA LIEN FORECLOSURE CASES with opposing side. Email your request to ctjalb1@ocnjcc.org with the agreed upon date and time. Include full style of case, case number, motion(s) to be heard, time requested, and attorney name(s). Your hearing time is not confirmed until you receive a reply from the Judicial Assistant. The Court expects that you will file the Motion before setting a hearing. The original notice of hearing must be promptly filed with the Osceola County Clerk of Court. Failure to timely file the notice of hearing may cause your case not to be heard. Parties must comply with Mandatory Meet and Confer Process (see paragraph 6). **No Telephonic Appearances for Foreclosure Hearings/Trials. Attorneys must bring a proposed Order for the Court's signature with envelopes addressed and stamped for all parties.**

Emergency Motion to Reset/Cancel Foreclosure Sales

An Emergency Hearing to Reset/Cancel Sale must be e-filed directly to the Clerk's Office. A courtesy copy of the Motion with proposed Orders and self-addressed stamped envelopes must be sent to the Judge to consider and will be reviewed in chambers. **If the sale of the property is scheduled within 72 hours of filing, the Motion with proposed Order must be brought in person or before the Court during Ex-Parte to be timely considered by the Judge.** (DO NOT send a courtesy copy to the Court if appearing during Ex-Parte as this may cause a duplicate sale date to be assigned).

Notice for Trial

When a case is at issue, either party may file a Notice for Trial. A courtesy copy for the Court of the Notice for Trial shall include the length of time anticipated to try the case and sufficient self-addressed stamped envelopes for all parties and shall be sent to the Judicial Assistant. If more than 15 minutes is requested for a trial, counsel making the request must clearly state in detail the reasons for the request of additional time.

CIRCUIT CIVIL

HEARINGS

Hearing time may be obtained by first checking on the website at <http://www.ninthcircuit.org>. Please go to the Attorney Page and access the Judicial Automated Calendaring System (JACS) and look for available times for Osceola Civil Division 20. After coordinating hearing time(s) with opposing contact the Judicial Assistant by e-mail at ctjalb1@ocnjcc.org. File the original Notice of Hearing with the Clerk of Court.

FOR ALL HEARINGS SET (OTHER THEN EX PARTE) COURTESY HARD COPIES OF THE MOTION AND NOTICE OF HEARING (AND ANY ADDITIONAL DOCUMENTS REQUESTED BY THE JA) MUST BE PROVIDED TO THE COURT (CHAMBERS) BY U.S. MAIL OR HAND DELIVERY AT LEAST 10 DAYS PRIOR TO THE HEARING. (Not by fax or email)

For the convenience of everyone, the following rules apply to the setting and handling of hearings:

- 1- **Setting Hearings & Cooperation of Counsel:** Hearing times must be cleared with opposing counsel. Good faith cooperation is expected both from counsel and their support staff. Should counsel, or their staff fail to respond within 3 business days, or refuse to cooperate in obtaining or in setting a hearing, the requesting party may unilaterally set a hearing giving at least two weeks' notice to the opposing counsel who failed to cooperate. The difficulty must be specifically set forth in the notice of hearing.
- 2- **Cross-noticing:** Additional motions should not be "piggy-backed" by cross-notice unless counsel first confirms with opposing counsel that there is not an objection to the cross-notice. Then counsel must email the JA, to confirm that it can be heard in the same time frame or that sufficient additional time is available for all matters to be heard. **It is Cross noticing counsel's responsibility to make sure the matter is placed on the Judge's court calendar or same may not be heard even if a cross-notice has been filed.**

- 3- **Telephonic Hearings:** Judge Polodna does allow telephonic hearings (on non-foreclosure cases) if there is no testimony or evidence and the hearing is less than 1 hour. A motion and order is not required. When requesting hearing time please advise the JA at that time if an attorney wishes to appear at the hearing by phone. It is the responsibility of the attorney appearing by telephone to initiate the call. If multiple parties are appearing by phone, it is the scheduling attorney's responsibility to arrange and place the conference call. The number to call is (407) 742-2564. **Please note there are no telephonic hearings on foreclosure cases.**

- 4- **Emergency Hearings:** If an emergency situation arises, counsel may request that a hearing be set on short notice. The motion must be designated as "EMERGENCY" in the heading and the body of the motion must contain a detailed explanation of the circumstances constituting the emergency as well as the substance of the motion. A hard copy of the motion must be delivered and received by 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 contact counsel to set the hearing. In light of the short setting, opposing counsel may attend the hearing via telephone if their schedule will not allow them to appear in person.

- 5- **Ex-parte:** Monday, Tuesday and Thursday at 8:30 a.m., in hearing room 6-A. This is not a "**motion calendar**". This is for Uncontested Matters only 5 minutes or less. Motions for Summary Judgment with Defaults, agreed Motions to Withdraw, Default Final Judgments, and stipulated Motions to Continue are a few of the motions that are normally heard at ex parte. When arranging an ex parte hearing, always check the JACS page in the header to confirm which dates Judge Polodna will not be available. **Please note there are no telephonic hearings at ex parte.**

- 6- **Mandatory Meet and Confer Process**
Pursuant to Administrative Order 2012-03, a mandatory meet and confer process is established **for all motions to be set for hearing** in the Circuit Civil Division and to occur **before** scheduling the hearing **except** for the following motions: injunctive relief without notice; judgment on the pleadings; summary judgment; or to permit maintenance of a class action.

Counsel with full authority to resolve the matter shall confer **before** scheduling the hearing on the motion to attempt to resolve or otherwise narrow the issues raised in the motion, and **include a Certificate of Compliance** (attached hereto as "Exhibit A") that the conference has occurred **in the Notice of Hearing** filed with the court. It shall be the responsibility of counsel who schedules the hearing to arrange the conference.

The term “**confer**” requires a substantive conversation in person or by telephone in a good faith effort to resolve the motion without the need to schedule a hearing, and does not envision an exchange of ultimatums by fax, email or letter. Counsel who merely attempt to confer have not conferred for purposes of this Order.

Counsel must respond promptly to inquiries and communications from opposing counsel who notices the hearing and is attempting to schedule the conference. If counsel who notices the hearing is unable to reach opposing counsel to conduct the conference after three (3) good faith attempts, counsel who notices the hearing must identify in the Certificate of Compliance the dates and times of the efforts made to contact opposing counsel.

Counsel shall include in the Notice of Hearing the Certificate of Compliance certifying that the meet and confer occurred (or did not occur and setting out the good faith attempts to schedule the conference) and identifying the date of the conference, the names of the participating attorneys, and the specific results obtained.

Counsel who notices the hearing shall ensure that the Court and the Court’s Judicial Assistant are aware of any narrowing of the issues or other resolution as a result of the conference.

- 7- **Discovery Motions and Motions to Compel**: The mere filing of a Motion is insufficient. The motions must be set for hearing to bring the matter to the Court’s attention. Motions to Compel, as well as all discovery motions must comply with the Florida Rules of Civil Procedure including, but not limited to, a certification of a good faith attempt to resolve that matter without court action. *See* Fla.R.Civ.P 1.380(a)(2).
- 8- **Motions for Protective Orders**: The filing of a Motion for Protective Order, without presenting it before the Court, is insufficient. The Court will make itself available for hearings on said motions where the motion could not have been filed and heard in the due course of discovery. Where necessary, and when possible, the Court will hear and, if possible, rule by telephone on motions that occur during depositions where a failure to do so would require the stopping of a deposition and the resetting of same depending on the Court’s ruling.
- 9- **Motions in Limine**: Motions in Limine may not be scheduled for a hearing unless they contain a certification of a good faith attempt to resolve the matter without court action. Notices of hearing on Motions in Limine must specifically identify the specific issues which remain in controversy after counsel has conferred.
- 10- **Legal Memorandum and Citations**: Any legal memorandums or briefs, along with hard copies of the significant cited authorities, must be provided to the Court at least **3 business days** before the hearing. The Court will attempt to review the motion and the memorandum, and read the cases cited therein, prior to the hearing so that an immediate ruling may be rendered. Highlighting pertinent sections is appreciated. Brevity is also

appreciated. Case law and Memorandums provided to the Court during the hearing may not be considered. **The Court, on occasion, may rule on motions without a hearing. Therefore, both counsel filing the motion and opposing parties are encouraged to timely file written argument with the Court.**

- 11- **Limitation on Hearings:** All hearings related to discovery or trial matters must be filed and heard prior to the pre-trial conference. Motions in Limine must be filed prior to pre-trial, but may be set to be heard after the pre-trial conference, however no later than **3** days prior to the first day of the trial docket. **NO HEARINGS DIRECTED TOWARDS MATTERS INVOLVING THE TRIAL WILL BE HEARD DURING THE ACTUAL TRIAL PERIOD** absent unanticipated events occurring.
- 12- **Orders and Rulings of the Court:** The Court will strive to issue orders and rulings in a timely manner. Every effort will be made to rule the day of the hearing. If it is necessary to take an issue under advisement, the Court will attempt to set a date by which the Court will issue its ruling. If counsel are asked to prepare an order, the order should be drafted and circulated within 2 working days and must be submitted to the Court within 7 days of the hearing, with a copy to opposing counsel. Opposing counsel must advise the Court of any objection to the form of the proposed order within 3 days thereafter. If the parties bring proposed orders to the hearing, please make certain that (1) a copy is provided to opposing counsel; (2) the party has stamped, addressed envelopes; and (3) the caption contains more than the word "Order." All Orders must describe, in the caption, the subject and ruling of the court, *i.e.* "Order Granting Plaintiff Motion for Partial Summary Judgment on Liability." See Fla.R.Civ.P. 1.100(c)(1)
- 13- **Motions for Rehearing, Reconsideration or New Trial:** Upon filing said Motion, a hard copy must be sent to the Court for review. The Court will either rule without a hearing or the JA will contact the moving counsel to schedule a hearing.
- 14- **Motions and Proposed Orders:** A courtesy copy of the motion for the judge to review must be sent to chambers with a proposed order and sufficient copies of the order for all parties. You must also include self-addressed stamped envelopes for all parties to receive a copy of the signed order.

SETTING OF TRIALS

The Judicial Assistant can advise counsel, upon inquiry, as to future trial dockets. Counsel may request in their Notice for Trial, after consultation with opposing counsel, a trial period that will allow sufficient time to complete discovery and facilitate out of court resolution. When filing the Notice for Trial, include the length of time anticipated to try the case. A courtesy copy for the Court of the Notice for Trial and self-addressed stamped envelopes for all parties shall be sent to the Judicial Assistant. If a trial period is not requested in the Notice, the Court will issue an *Order Setting Status Hearing to Determine Date of Trial*, the order will provide upcoming available trial dockets. The parties may agree to a trial docket and notify the JA by email and the hearing will be cancelled.

The Court issues a *Uniform Order Setting Case for Trial; Pre-Trial Conference and Requiring Pre-trial Matters to be Completed* in every case when setting the trial and pretrial conference pursuant to Fla. R. Civ. P 1.440. Please remember that the fact that a case is still in the discovery stage does not prevent the filing of a Notice for Trial or prevent the Court from setting the pre-trial and trial.

CASE MANAGEMENT CONFERENCE

The Court may schedule certain cases for a formal Case Management Conference (CMC) and issue an order setting forth the matters to be covered at the conference. Cases such as some medical malpractice cases, complex commercial litigation, multiple party litigation, cases with voluminous records or exhibits, as well as other types of cases may be set by the Court, without request, for a Case Management Conference.

However, any case can be submitted for a Case Management Conference by simply filing a written request with the Judicial Assistant. Once submitted, the action will be controlled, not only by the Pre-Trial Order, but also by the Case Management Order.

PRIOR TO PRE-TRIAL

As noted above, a *Uniform Order Setting Case for Trial; Pre-Trial Conference and Requiring Pre-trial Matters to be Completed* will be issued when the dates are set for pre-trial and trial. The Uniform Order should be reviewed in detail and the dates for completion of various items calendared. The Court will presume that each attorney and each party is familiar with the requirements of that order. Compliance and time limits are not optional nor extendable by stipulation. **THE COURT EXPECTS STRICT COMPLIANCE WITH THE ORDER ABSENT A TIMELY MOTION AND ORDER OF COURT MODIFYING THE CONDITIONS THEREIN.** Joint stipulations to extend time are not permitted. *Please review the Pre-trial Order.*

Mediation: Mediation **MUST BE COMPLETED** substantially prior to pre-trial. The Plaintiff is charged with timely submitting the mediation order. *Please review the Pre-trial Order.*

Witnesses, Exhibits and Experts: The pre-trial order requires disclosure of witnesses, exhibits and experts with specificity in a timely manner. Exhibits must be presented for review and annotation of objections lest said objections be deemed waived. Experts must be disclosed and must be made available for discovery by the retaining party without the necessity of a subpoena. *Please review the Pre-trial Order*

Joint Meeting of Counsel: Plaintiff is charged with arranging a meeting of all counsel at least 10 days prior to pre-trial. Attendance is mandatory by the attorneys that will actually be trying the case. *Please review the Pre-trial Order.*

Joint Pretrial Statement: Following the joint meeting, Plaintiff is charged with preparing the joint pre-trial statement. If disagreements exist among the attorneys, the statement **must** set forth both versions. *Please review the Pre-trial Order.*

Motions to Continue: Trials are set no earlier than 120 days from the original trial order. If counsel believes the trial date is not workable, an immediate request for continuance should be made. All Motions to Continue must be (1) in writing; (2) be signed by the attorney and the parties requesting same; (3) identify the position of opposing counsel on the motion; (4) set forth when the parties will be ready for trial, if granted; and, (5) comply with Fla.R.Civ.P. 1.460. Stipulated Motions to Continue will not result in the trial being continued unless and until the Court reviews the motion and enters an order on same. The Court may require a hearing on the Motion or conduct a Case Management Conference.

PRE-TRIALS

Pre-trials will be utilized to set the order of the trial docket¹, discuss witness problems, jury instructions issues, audiovisual equipment needs, need for interpreters, responsibility for obtaining the court reporter and other trial related issues. Pre-trial is NOT the time to handle Motions to Continue or discovery issues as these matters must have been raised and heard well before the pre-trial conference. **PARTIES SHOULD ESSENTIALLY BE READY TO TRY THEIR CASES AS OF THE PRETRIAL CONFERENCE.**

SETTLEMENT OR RESOLUTION

The Court must be notified immediately of any settlement or resolution of any matter on the trial docket. However, the trial will not be removed from the actual docket, is subject to trial call, and the attorneys must appear, until such time as the Court receives written notice that the matter has been resolved.

TRIALS

Trials will take place in Courtroom 5-E unless otherwise indicated. Counsel and their clients are to be in the courtroom and ready for trial no later than 8:30 a.m. Depending on other emergency matters, the Court will start as soon after 8:30 a.m. as possible.

Courtroom Etiquette and Decorum: Counsel shall stand when addressing the Court or the jury. Counsel should seek permission of the Court to approach the bench, the clerk, the witness or the jury. All parties and attorneys shall avoid contact with the venire and jury and counsel shall so instruct their clients and witnesses. Counsel shall address all arguments to the Court and not opposing counsel. Counsel shall admonish their clients that gestures, facial expressions or any manifestations of approval or disapproval of anything occurring in the

¹While the Court will attempt to provide a specific date for trial, all cases are presumed to be ready on the first day of the trial docket and are subject to advancement on the docket to an earlier date (within that trial period) than given at pretrial.

courtroom is absolutely prohibited. Please see *Ninth Judicial Circuit Courtroom Decorum Policy* available at <http://www.ninthcircuit.org>.

Trial Briefs: If a trial brief is to be filed with the Court it must be submitted to the Judge's Chambers no later than three (3) working days before the trial is to commence. The Court appreciates hard copies of cases cited in the trial brief with appropriate highlighting of the pertinent sections. *Please review the Pre-trial Order.*

Court Reporter: The same Court Reporter must report the entire trial to enable jury readbacks.

Voir Dire: The Court will conduct a preliminary voir dire of the jury. Counsel are welcome to request that the Court explore certain areas of inquiry that may be important to the trial but sensitive in nature. Counsel are reminded to be considerate of the jurors' personal lives during their inquiries as well as the jurors' time constraints. While the Court will afford counsel significant latitude in questioning, the Court will limit repetitive questions. **Counsel shall not attempt to either explore the facts of their case nor explain the law that may apply in the case, nor attempt to curry favor with the venire.**

Jury Selection Process: After voir dire, the Court will first ask each side for any cause strikes. Upon completion of challenges for cause, the Court will move to peremptory challenges. The Court will start with the first juror and move sequentially as they are seated in the venire, alternating between counsel until a panel is chosen. Back striking during jury selection is always permitted. The number of alternates will be determined by the type and length of the trial. Each party will have one additional strike as to each alternate.

Opening and Closing: Only demonstrative aids or exhibits marked by the clerk, agreed to by all counsel or approved by the Court may be used in either opening or closing. Counsel may move away from the podium, but shall remain mindful of the jury's space. Counsel should stay at least three feet back from the jury rail at all times. The Court will discuss with counsel the time requirements for both opening and closing and will expect that a reasonable estimate be provided by counsel. Counsel are expected to adhere to these time constraints. Counsel shall not read from, nor appear as if she/he is reading from, reports or depositions or transcripts.

Exhibits: All exhibits are to be marked for identification by the clerk prior to the start of trial. **Contact Trial Clerk Elizabeth Warren by email EWAR1@osceolaclerk.org to schedule.** Exhibits which will be stipulated into evidence may be marked as exhibits. Once exhibits are marked, either for identification or in evidence, they become the property of the Clerk of Court and may not be altered or removed from the courtroom without order of the Court. No exhibits are to be published or exhibited to the jury until admitted into evidence and authorized by the Court. **Audiovisual and/or equipment questions should be addressed with Help Desk, (407) 742-2488.**

Demonstrative Aids: Any demonstrative aid that is to be used at trial must be marked by the clerk and exhibited to opposing counsel and the Court prior to the start of trial. The Court will hear argument of any counsel opposing the use of the demonstrative aids **prior to the start of trial**. No aids are to be shown to the jury without prior approval of the Court.

Experts: The Court will not accept or qualify a witness as an expert in front of the jury. Challenges to an expert's qualifications will be handled outside the presence of the jury. Experts are to be cautioned by the attorney who calls the expert of "in limine" rulings, and the effect of the invocation of the Rule of Sequestration.

Use of Depositions: If depositions are to be used at trial in any manner (impeachment, as video testimony, etc.) make certain a hard copy is available both for the Court and for the witness being questioned.²

Objections: The Court will not allow speaking objections in front of the jury. When counsel rises to object, the legal basis for the objection only should be stated. If elaboration is necessary the Court will call counsel to the Bench for a Bench Conference out of the presence of the jury. Counsel shall not interrupt opposing counsel or witness's questions or answers with an objection unless the answer or question is patently objectionable. Once the Court has ruled, no further argument shall be permitted.

Jurors: The Court generally will allow jurors to take notes and to ask questions where necessary. Section 40.50, Florida Statutes. If any counsel objects to these procedures such objection should be addressed to the Court prior to the day of trial.

Jury Instructions: Jury instructions are to be prepared by both sides and exchanged at the beginning of the trial. A hard copy should be provided to the Court as well as a copy by e-mail to the Trial Clerk Elizabeth Warren (email address EWAR1@OSCEOLACLERK.ORG). The Court intends to provide the jury with a written copy of all jury instructions when the jury retires to deliberate. In addition, the final instructions should not contain any citations, jury instruction titles or information as to who requested the instruction. In certain cases, the Court may provide some substantive law instructions to the jury during preliminary instructions and/or before closing arguments. Should any counsel wish to consider this option, this matter should be addressed with the Court prior to the day of the start of trial.

INFORMATION NOT COVERED

If any matters concerning the conduct of the pre-trial or trial procedures of Osceola Civil Division 20 are not covered herein, counsel is free to contact the Court. A status hearing can be set at which time the Court will attempt to answer any inquiries. The Court appreciates counsels' efforts to understand and comply with this Court's procedures.

²In Osceola County all documents filed with the Court are imaged and may not be readily available in hard copy to the Court.

(Guidelines revised April 29, 2016)

“Exhibit A”

First Option

CERTIFICATE OF COMPLIANCE

I HEREBY CERTIFY that a lawyer in my firm with full authority to resolve this matter had a substantive conversation in person or by telephone with opposing counsel in a good faith effort to resolve this motion before the motion was noticed for hearing but the parties were unable to reach an agreement.

/S/ _____

Counsel for the party who noticed
the matter for hearing

Second Option

CERTIFICATE OF COMPLIANCE

I HEREBY CERTIFY that a lawyer in my firm with full authority to resolve this matter has attempted in good faith to contact opposing counsel in person or by telephone on:

1. _____ (Date) _____ at _____ (Time) _____ ;
2. _____ (Date) _____ at _____ (Time) _____ ; and
3. _____ (Date) _____ at _____ (Time) _____ ;

to discuss resolution of this motion without a hearing and the lawyer in my firm was unable to speak with opposing counsel.

/S/ _____

Counsel for the party who noticed
the matter for hearing.