

Division 22 B Judicial Practices and Procedures
Circuit Civil / Probate / Guardianship / Mental Health
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Christy C Collins, **Judge**
Katie Morgan, **Judicial Assistant**

Contact Information

Judge Jon B. Morgan Courthouse

Mailing Address: 2 Courthouse Sq. Kissimmee FL 34741

Suite: 6215

Telephone: 407-742-2556

E-mail: 22osceola@ninthcircuit.org

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A. Communications with the Judicial Office

- **Method of Communication:** All communications to the judicial office must be submitted by **e-mail** to 22osceola@ninthcircuit.org. The subject line must contain the relevant matter, case number, and case name (e.g., 2-Hour Hearing Requested -2024 DR 001234 SC – Doe v. Doe.)
- **Ex parte Communications:** All communications with the judicial office must comply with Canon 3 of the Code of Judicial Conduct, which prohibits a judge from initiating, permitting, or considering ex parte communications and from considering other communications outside the presence of the parties concerning a pending or impending proceeding, unless authorized by law. All parties must be copied on any e-mail directed to the judicial office, unless an ex parte communication is authorized by law.

- **Unsolicited Communications:** Unsolicited communications from non-parties will not be considered by the court. Parties may only contact the judicial office in accordance with these practices and procedures.
- **E-Filing Portal Contact Information:** All attorneys and self-represented litigants must provide an e-mail address to receive signed orders electronically, unless excused. Fla. R. Gen. Prac. & Jud. Admin. 2.516. It is the responsibility of attorneys and self-represented litigants to update their contact information using Form 2.603 any time there is a change in the e-mail account registered for electronic service.
- **Response to Inquiries:**
 - The Judicial Assistant is not authorized to provide legal advice or to interpret and documentations.
 - The Judicial Assistant makes every effort to respond to all inquiries. Due to the high volume of cases assigned to each division, and the high volume of emails received daily, it may take a few days before an email can be addressed. We ask for your patience, and we advise that there is **no need for “follow up emails”**.
- **Other Communication Procedures:** Please remember the Judge’s office cannot receive EX-PARTE communications from anyone. You **MUST** always copy **ALL** parties on ANY and ALL e-mails, correspondence and/or communications with this office.

B. Scheduling Procedures

- **Court Schedule:**
 - **Short Matters**
 - Reserved for **non-evidentiary issues** that can be addressed in **10 minutes or less**.
 - Held **Monday through Wednesday, 9:00 a.m.**
 - During **Trial Week**, Short Matters are limited to **9:00 a.m.**
 - **Thursday Short Matters** are reserved exclusively for **Marchman Act and Advocacy cases**.
 - Each session can typically accommodate **4–8 cases**.

Trial Periods

- Trial periods are held for **three weeks each month**.

Because of ongoing trials, available hearing time is limited and often fills quickly.

- **Scheduling Hearings: Request sufficient time.** *Matters requiring more than 15 minutes should request consecutive available time slots for the total duration of time needed. Matters requiring one (2) hour or more must receive approval from the Judge.*
 - (1) Hearings must be scheduled using the court's online scheduling platform.;
 - (2) Identify a hearing date and time on **aiCalendar: [Osceola County Civil Division 22 - 9th Judicial Circuit Court Calendar](#)**
 - (3) Submit your hearing request by e-mail to 22osceola@ninthcircuit.org.;
 - (4) To avoid delays, please submit two or more coordinated dates and times
 - (5) If parties are unable to identify a hearing date and time on the scheduling party should e-mail the judicial assistant,
 - (6) When emailing the Judicial Assistant, **always** copy opposing counsel and any self-represented litigants.

Your hearing date is not confirmed until you receive a reply and Confirmation # from the Judicial Assistant.

The hearing request must include:

- 1) Date and time being requested for the hearing: *(To avoid delays, please submit two or more coordinated dates and times)*
- 2) Case number:
- 3) Style of the case:
- 4) Names of the attorneys (or self-represented litigants when applicable):
- 5) Title of the motion(s) to be heard and the date the motion was filed:
- 6) Amount of time requested for the hearing:
- 7) Evidentiary or Non-Evidentiary:
- 8) Remote or In-person appearance:
- 9) Date and manner of the required meet and confer:

All counsel MUST comply with Admin. Order 2012-03-01's mandatory "meet and confer" requirements BEFORE securing hearing time.

- **Notice of Hearing:** A notice of hearing must be filed and served **immediately** after reserving hearing time. A notice of hearing involving any remote appearance must list the judicial Webex credentials. All notices of hearing must contain the ADA notification required by Florida Rule of General Practice and Judicial Administration 2.540.
- **Submission Deadlines:** The court must receive all materials for the hearing no later than three business days before the hearing.
- **Order of Proceedings:** Matters will be heard in the order they appear on the docket.
- **Continuance Procedure:** Continuances are disfavored and will be granted only upon good cause shown. A request for continuance must be submitted at least five days prior to the scheduled court date. Except for good cause shown, the motion must be signed by the party requesting the continuance, as required by Florida Rule of General Practice and Judicial Administration 2.545(e).
- **Cancelling Hearings:**
 - Only the party who originally set the hearing may cancel it.
 - The cancelling party must E-file a Notice of Cancellation with the Court.
 - A copy of the E-filed Notice of Cancellation must also be emailed to 22osceola@ninthcircuit.org to ensure proper notification of the cancellation.

C. Remote Appearance

- **Remote Appearance Procedure:** The court maintains a hybrid virtual courtroom, allowing parties to appear either in person or remotely, as provided by Florida Rule of General Practice and Judicial Administration 2.530. Requests to use communication technology for an appearance must be made by motion.
- **Platform Used:** The court uses Webex for remote appearances.

- **Platform Meeting Link:**
<https://ninthcircuit.webex.com/join/22osceola>
- **Requirements: Non-Evidentiary Hearings Only.** Counsel and any self-represented litigants may attend ex parte/short matter and non-evidentiary hearings via communication technology without the need for a motion or court order. A device which allows for **VIDEO and AUDIO** appearance must be used.
- **Technology Needs:** All participants in a remote hearing must have the capability to operate Webex, along with a working camera and microphone. **Please Login using** First Name Initial -Last Name and Last four of Case Number (Example: J. Doe – 0110) Court Reporter (CR-Last Name or Company Name -Last four of Case Number)
- **Other Remote Appearance Procedures:** All participants will be waiting in the virtual “lobby” until the hearing starts. **You may have to wait for an extended time while the court is hearing other cases.**
Please know, Web-Ex will automatically remove you from the virtual lobby after 30 minutes of inactivity. If this happens, please log back on to the videoconference hearing and continue to wait in the virtual lobby.

D. Submission of Orders and Judgments

- **Format:** All proposed orders must be submitted in Word format. All proposed orders must be accompanied by a copy of the E-filed cover letter either (1) certifying that all parties agree to the order or (2) containing a statement identifying any disagreement of the parties as to the proposed order.
- **Submission Method:** Orders must be submitted to the court by e-mail to 22osceola@ninthcircuit.org
- **Deadline for Submissions:** Proposed orders must be submitted within 10 days after any hearing.

- **Other Procedures Relating to Submission of Orders and Judgments:** This division receives hundreds of orders each week, which are processed as quickly as possible in the order received. Please do not contact the Judicial Assistant to follow up on submitted orders unless 30 days have passed or the order is time-sensitive, in which case it may be set for Short Matters.
 - If time-sensitive, the order should have been clearly identified as such at the time of submission.
 - Status inquiries made before 30 days only delay the review and entry of orders.
 - Electronic submissions are addressed in the order in which they are received when Judge Collins is not in court, preparing for hearings, or writing substantive orders. **By submitting a document electronically, counsel acknowledges that the document will enter one of Judge Collins signing queues, which collectively receive hundreds of submissions weekly, and that review of the submission will not be immediate or fast.**
 - You are welcome to set a status hearing on an available short matters docket. If the order is signed prior to the scheduled hearing, kindly file a Notice of Cancellation (NOC).

E. Courtesy Copies of Case Law and Other Documents

- **When Required:** Courtesy copies of case law must be submitted to the court for any evidentiary proceeding.
- **Submission Method:** U.S. Mail

F. Emergency and Other Urgent Matters

- **Requirements:** If a party believes there is a factual basis for setting an emergency hearing, a detailed motion

setting forth the following must be filed: (1) the issues to be resolved, (2) reasons why an emergency hearing is necessary, and (3) the amount of time needed for each party's presentation.

- **Scheduling:** If the court determines that an emergency exists, a hearing will be scheduled unilaterally by the court. All parties shall make themselves available for the emergency hearing, barring exigent circumstances.

G. Exhibits for Evidentiary Proceedings

- **Submission Method:** Hand-deliver all exhibits to the Clerk of Court assigned to the Division.
- **Format:** Exhibits must be submitted to the clerk of court in paper format. All attorneys and self-represented litigants must bring sufficient copies of each exhibit for the clerk, the court, and each party to review during the hearing or trial. Exhibits must be labeled in the following format: 'Plaintiff A, B, C' /Defendant A, B, C.'"

H. Pretrial Procedures and Conferences

- **Case Management Conference:** Any party may request a case management conference (CMC) when a case requires. The court strongly encourages the early use of CMC in more complex cases, multiple-party litigation, or any case that might benefit from court intervention. Unless excused by the court in advance, all CMCs are mandatory for attorneys and self-represented litigants. Parties represented by counsel are not required to appear at a CMC.
- **Status Conference:** Any party may request a status conference when a case requires.
- **Requirements:** Any request for a CMC or status conference must articulate the reasons for the necessity of the conference.
- **Scheduling:** If the court agrees that a CMC or status conference is required, the moving party may schedule the CMC or status conference through the online scheduling platform.

- **Pretrials:** Lead Trial Counsel and any *pro se* parties shall attend a Pretrial Conference via WEBEX LINK - <https://ninthcircuit.webex.com/join/22osceola>
Please Login using First Name Initial -Last Name and Last four of Case Number (Example: J. Doe – 0110) Court Reporter (CR-Last Name or Company Name -Last four of Case Number)

I. Setting Case for Trial

- **Procedure:** File a notice for trial to set the case for trial.
- **Notice Period:** The court does not set date-certain trials. After the pre-trial conference, the court will assign cases to specific days during the trial period and may assign back-up cases. Attorneys, self- represented litigants, parties, and witnesses are expected to be available during the entire trial period.

J. Other Division Procedures

- **ADA Accommodations:** If you need an ADA accommodation, please contact the ADA Coordinator, Court Administration, Osceola County Courthouse, 2 Courthouse Square, Suite 6300, Kissimmee, FL 34741, (407) 742-2417, fax 407-835-5079, at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.
- **Interpreter Requests:** Court interpreters in Florida are assigned to a variety of case styles, including but not limited to:
 - Circuit and county criminal cases
 - Juvenile delinquency cases
 - Dependency proceedings
 - Domestic violence injunction hearings
 - Mental health and incapacity proceedings

Please request accordingly.

K. Probate / Guardianship / Mental Health: Orders proposed for filing in probate, guardianship, and mental health cases must be filed through the Florida Courts E-Filing Portal. The Clerk's office will submit proposed probate, guardianship, and mental health orders to the Court for approval after that office has reviewed the file for compliance purposes.

- By submitting a document electronically, counsel acknowledges that the document will enter one of Judge Collins' signing queues, which collectively receive **hundreds of submissions weekly**. Review of submissions is therefore **not immediate**.
 - Counsel may set a **status hearing** on an available **Short Matters docket** after **30 days** from the date of submission.
 - If the order is signed before the scheduled hearing, counsel must promptly file a **Notice of Cancellation (NOC)**.

Orders may be submitted to the division email only after the conclusion of a scheduled hearing.

- Send all post-hearing orders to: 22osceola@ninthcircuit.org
- Subject line must read: ORDER AFTER HEARING – (Date of Event) *Example:* ORDER AFTER HEARING – April 18, 2025

Please refer to the applicable section in the Table of Contents.

- **Resources & Tools:**
 - [Civil Court | Ninth Judicial Circuit Court of Florida](#)
 - [Probate/Guardianship/Mental Health Court | Ninth Judicial Circuit Court of Florida](#)
 - [Administrative Order 2012-03-01](#)
 - [Administrative Order 07-97-32-05.](#)
 - [Uniform Admin. Policies & Procedures of the Civil Division of the Ninth Judicial Circuit Court \(rev. May 2020\), § 17\(D\).](#)
 - [Ninth Judicial Circuit Courtroom Decorum Policy.](#)