



STATE OF FLORIDA
Ninth Judicial Circuit of Florida

COUNTIES OF ORANGE AND OSCEOLA
ORANGE COUNTY COURTHOUSE
425. N ORANGE AVENUE SUITE 1145
ORLANDO, FLORIDA 32801

Circuit Judge LaShawnda K. Jackson

Judicial Assistant: Isis Lee
31orange@ninthcircuit.org

Division 31 Judicial Practices and Procedures

(last modified *January 2, 2026*)

These procedures apply to Judge LaShawnda K. Jackson in Division 31 only. Where an [Administrative Order](#) or the [Family Rules of Procedure](#) conflict with these Practices and Procedures, the Order or Rule will control. Please read these procedures in their entirety. If you have questions, read this document thoroughly. If not answered below, then you may contact our office at the email above. You must always copy opposing counsel and pro se litigants on all correspondence to the Judicial Assistant at the division email.

Starting January 2026, Division 31 will hear Domestic Relations (DR) and Domestic Violence (DV) cases. DR cases will be held in Courtroom 16G while DV cases will be held in Courtrooms 16A or 16B.

Pro se litigants may review [Administrative Order 2017-08-01](#), which establishes procedures for self-represented litigants in the Domestic Relations Division. The Judge and the JA cannot provide legal advice to you regarding your case. If you need additional assistance and cannot afford to hire an attorney, please contact the [Family Court Case Management Department](#), the [Self Help Center](#), or [Legal Aid](#). You may find additional information, resources, and forms at the following links below:

[Judge LaShawnda K. Jackson's Webpage](#)
[Ninth Judicial Circuit Administrative Orders](#)
[Family Law Forms](#)
[Family Court Case Management Department](#)
[Domestic Violence Resources](#)
[Injunction Hearing Instructions](#)
[File Your Documents Online Instructions](#)
[Address and Email Designation Form](#)

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A. Communications with the Judicial Office

- **Method of Communication:**

- Division E-mail

- All communications to the judicial office must be submitted by e-mail to 31orange@ninthcircuit.org the dedicated division e-mail account. The subject line of any e-mail to the judicial office must contain the FULL case number, case name, and relevant matter (e.g., 2025-DR-009876-O – Doe v. Doe – 2-Hour Hearing Requested).

- Judicial Assistant E-mail

- Emails sent to the Judicial Assistant’s personal email will go unanswered and you may run the risk of your email being overlooked.

- Telephone

- Self-represented litigants and attorneys excused from e-mail service may communicate with the judicial office by telephone: 407-836-0505. **Please note that email is the preferred method of communication.** The judicial office does not accept text messages.

- **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:**

- Parties may only contact the judicial office in accordance with these practices and procedures. Unsolicited communications from non-parties will not be considered by the court.

- **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.
- The judicial assistant strives to substantively respond to all inquiries within one business day. If the judicial assistant is unable to substantively respond within one business day, your message will be acknowledged as received with an indication of when to expect a substantive response.
- When the judicial assistant is out of the office, your message will be acknowledged as received with an indication of when to expect a substantive response.

- **Other Communication Procedures:**

- Any e-mail sent to or from the judicial office may be a public record subject to disclosure.

B. Scheduling Procedures

- **Court Schedule:**

- The court's availability will be published two months in advance. Our aiCalendar showing the Court's current availability can be found at [Orange - Domestic Relations - Division 31 - 9th Judicial Circuit Court Calendar](#) under "Available Hearings".
- Hearing time will be titled as "Available Hearing Time" and shown in increments of 15 minutes. If you are requesting more than 15 minutes for your hearing, please ensure that there are consecutive 15-minute time slots available to equal your total time allotment requested.
- Available Short Matters Hearing time will be titled as "Short Matters (Reserved for 5 Min Hearing Time)". Short Matters hearings will be a total of 8 cases scheduled at the same time during a 30-minute time period. Each hearing will take 5 minutes or less. This may be used for uncontested matters including but not limited to: motions to withdraw, uncontested final hearings, names changes, or adoptions. **Please do not request Short Matters hearing time if your hearing will be longer than 5 minutes.**
- Available Trial Time will be titled as "Available Trial Time". Dates designated on the aiCalendar as "Available Trial Time" are reserved for trials that may be scheduled by the Judge during a CMC or Pretrial Conference. If a trial is not scheduled for a designated "Available Trial Time" date, attorneys/parties may request to use that date for motions or other matters. Requests to schedule non-trial matters on an "Available Trial Time" day may be made beginning no earlier than three (3) weeks prior to the hearing date being requested. Requests (to use a trial time date) submitted earlier than three (3) weeks will not be considered. The Court reserves discretion to deny such requests if the date becomes needed for trial or for other Court business.

- No trials will be scheduled before first appearing for a Case Management Conference and/or Pretrial Conference.

- **Scheduling Hearings:**

- Currently, hearings are permitted to be requested as virtual or in person (if less than 60 minutes) or unless otherwise ordered by the Judge. A party requesting a virtual or in-person hearing must do so in their hearing request email. Should an in-person hearing have already been scheduled, parties shall file a motion no later than seven (7) days prior to the scheduled hearing to request to appear virtually. All DR in person hearings shall be in Courtroom 16G of the Orange County Courthouse in Orlando, Florida. All DV in person hearing shall be in Courtrooms 16A or 16B.
- 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. Parties/Counsels must respond promptly to inquires and communications from opposing parties/counsels. If a party who notices the hearing is unable to reach opposing counsel (or other party if pro se) to conduct the meet-and-confer after three (3) good faith attempts, the party who notices the hearing must identify in the Certificate of Compliance the dates and times of the efforts made to contact the opposing party. The moving party 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. Similarly, if a party desiring a hearing is unable to coordinate hearing time with opposing counsel (or other party if pro se) after three (3) good faith attempts, the party requesting the hearing shall submit the request for hearing time to the judicial assistant with all documentation (including emails) demonstrating that party's efforts to coordinate a hearing date. The party who notices the hearing shall ensure that the court's judicial assistant is aware of any narrowing of the issues or other resolution as a result of the meet-and-confer conference.

- Hearing time shall be obtained by first checking [Judge Jackson's Webpage](#). From there, look for [Available Hearing Times](#). Please ensure to review and adhere to [Administrative Order 2014-25-02](#) when setting hearings. Please also thoroughly review Judge Jackson's procedures stated herein. Ensure you are requesting applicable amount of time to address your motion(s). Please also attach an efiled copy of your Motion to your request. All hearing requests will be reviewed by the Judge before being confirmed. Once you have complied with Admin. Order 2014-25-02 and thoroughly reviewed Judge Jackson's procedures, you may send your hearing request to the division email in the format below:

Case number:

Petitioner's Name & Attorney Name:

Respondent's Name & Attorney Name:

Motion & Filing Date:

Hearing Date & Time Requested (please give at least two separate dates):

Length of Hearing Requested:

Whether Hearing is Evidentiary:

Date mandatory mediation conducted in compliance with admin order 2004-14-03:

Date mandatory meet and confer conducted in compliance with admin order 2014-25-02:

Date Hearing Coordinated:

Virtual or In-Person:

- Hearings must be requested by contacting the judicial assistant via email at 31orange@ninthcircuit.org. Hearings must be confirmed by the Judicial Assistant to appear on the docket, including short matters hearings. **DO NOT ADD ADDITIONAL MOTIONS TO THE NOTICE OF HEARING WITHOUT APPROVAL FROM THE COURT.**
- No hearings shall be set until the Motion is filed and viewable on the Clerk's website.
- All hearing requests are subject to review by the Court. The submission of a hearing request does not guarantee that a hearing will be set. The Court may require additional information or may deny the request without hearing.

- **Notice of Hearing:**

- A notice of hearing must be filed and served immediately after reserving hearing time. The moving party 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. A copy of your Notice of Hearing must be sent to the division email once filed.
- A notice of hearing involving any virtual appearance must list the judge's virtual credentials. The link for any virtual hearings will be provided in your hearing confirmation email.
- All notices of hearing must contain the Americans with Disabilities Act (ADA) notification required by Florida Rule of General Practice and Judicial Administration 2.540.
- Pursuant to Administrative Order 2014-25-02, parties are expected to attempt to work out issues prior to setting motions for hearing. A certification that counsels have actually and recently conferred and attempted to resolve the issue(s) to be heard will be required on all Notice of Hearings. Any violation of the Order may be met with sanctions, including attorney's fees and taxable costs.

- **Order of Proceedings:**

- Matters are generally heard in the order in which they appear on the docket.
- For Short Matters and Uncontested "cattle call" hearings, all parties and attorneys will be in one virtual waiting room for a "cattle call" of all cases scheduled during that time. Parties must remain on mute until their case number is called. The Clerk will call the name and/or case of the one or more of the parties. Once you hear your case number or name called, you may take yourself off mute and announce your presence. The Judge will then proceed with addressing your case. If the Clerk calls your case number

and receives no answer from either party, the Judge will move on to the next case and recall your case at the end of the Short Matters or Uncontested hearings.

- **Continuance Procedure:**

- Motions for continuance will be granted only upon good cause shown. Successive continuances are highly disfavored. Lack of due diligence is not grounds for granting a continuance. 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).
- Motions for continuance must be submitted at least three (3) days prior to the scheduled court date for which the continuance is sought, barring exigent circumstances. 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).
- Motions for continuance must state with specificity: (1) the basis of the need for the continuance, including when the basis became known to the movant; (2) whether the motion is opposed; (3) the action and specific dates for the action that will enable the movant to be ready, including, but not limited to, confirming the specific date any required participants are available; and (4) the proposed date by which the case will be ready to proceed and whether that date is agreed by all parties. 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:**

- The party who set the hearing may cancel a hearing without court permission. You must cancel hearings by notifying the judicial assistant immediately. You must also immediately file your Notice of Cancellation and serve a copy on opposing counsel and any self-represented litigant. Trials are generally not permitted to be cancelled by either party unless a full settlement has been reached.

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.
- Any objection to the use of communication technology must be filed no later than 10 days prior to the hearing date.

- **Requirements:**

- Any person appearing remotely must be in a private location that is quiet and free from distractions. Under no circumstances will a participant be permitted to appear remotely from a moving vehicle. Any person appearing remotely must dress and behave professionally in the same manner as if physically present in the courtroom.
- Any person appearing remotely must enable the person's camera when joining the proceeding and keep the camera turned on until instructed otherwise by the court.
- Any person appearing remotely must mute the person's microphone when joining the proceeding and keep the microphone turned off until instructed otherwise by the court.
- If a witness appears remotely, the party calling the witness must ensure the witness has a functioning camera and microphone and has tested the internet connection before the hearing. The oath will be administered in accordance with Florida Rule of General Practice and Judicial Administration 2.530.

D. Submission of Proposed Orders and Final Judgments (FJ)

- **Format:**

- All proposed orders and Final Judgments (FJ) must be submitted in Word format, Arial, 12-pt font, and provided to opposing counsel and any self-represented litigant.
- All proposed orders must be accompanied by a 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 and must also accompany the Motion or Joint Stipulation filed.
- When submitting proposed FJ, please be sure that your proposed FJ is in Arial, 12-pt font and Word format. The proposed FJ must be accompanied by any/all other applicable documents that go along with the proposed FJ (i.e, Marital Settlement Agreement (MSA), Motion Waiver Requesting Ex Parte FJ, Vital Statistics, FJ Checklist, Answer & Waiver and Final Disposition Form). These additional attachments (excluding the proposed FJ) are permitted to be submitted in PDF format. Please make sure all attachments are included in one (1) email.

- **Submission Method:**

- All proposed orders and FJ must be submitted to the court by e-mail to 31orange@ninthcircuit.org.
- All proposed orders submitted to the Court must strictly comply with the following requirements: **1.** Proposed orders must be submitted in **Arial, 12-pt font** and editable Word format. PDF or image formats (for the proposed order) will not be accepted. **2.** The subject line of the submission email must include: case name, FULL case number, title of the proposed order *Example: Proposed Order – Smith v. Jones – 2023-DR-000123-O – Motion to Continue.* **3.** The proposed order must include: the correct case style and division, the complete and accurate title of the motion being ruled upon, a clear ruling consistent with the relief requested, proper signature block for the presiding judge *Example: LASHAWNDA K. JACKSON, and directly underneath, Circuit Court Judge.* **Failure to comply with these requirements may result in the proposed order being rejected without**

review.

- **Other Procedures Relating to Submission of Orders and Judgments:**

- Please be sure when submitting proposed orders and FJ for the Judge’s review that the PDF and/or Word documents are properly titled. For example, when sending a proposed order to approve or ratify a joint stipulation to modify child support, your PDF document title should be “*Joint Stipulation to Modify Child Support*” and your Word document title should be “*Order Approving or Order Ratifying Joint Stipulation to Modify Child Support*”.

E. Courtesy Copies of Case Law and Other Documents

- **When Required:**

- Case Law, Equitable Distribution Worksheets being relied on should be provided to the Court no later than three (3) days before the hearing. However, the Court will always consider any case law applicable to the matters being litigated. Litigants should **highlight** the parts of a law or case that they believe are the most relevant to the issues at hand.

- **Format:**

- Courtesy copies of case law must be submitted in PDF format.
- Equitable Distribution Worksheets (EDSW) must be submitted via Excel. Information on EDSW can be found on Judge Jackson’s Webpage [LaShawnda K. Jackson | Ninth Judicial Circuit Court of Florida](#) under “Important Information”.

- **Submission Method:**

- Courtesy copies of Case Law and EDSW must be submitted to the court by e-mail to 31orange@ninthcircuit.org.

- Self-represented litigants excused from e-mail service may submit courtesy copies to the court by U.S. mail.

Deadline for Submissions:

- Courtesy copies must be submitted to the court no later than three (3) days before any hearing or trial.

F. Exhibits for Evidentiary Proceedings

- **Submission Method:**

- The court must receive all materials or exhibits for the hearing no later than three (3) business days before the hearing. If the hearing is virtual, hard copies must be delivered to the Judge's chambers three (3) days prior to the hearing, by placing the exhibits in the Judge's bin located on the wall on the 11th floor of the Orange County Courthouse. If the hearing is in person, the parties/counsels may bring their exhibits with them the day of the hearing. It is the responsibility of the parties/attorneys to ensure that hard copies of any exhibits you wish to be entered into evidence are provided for any/all hearings. The Clerk nor the Court cannot and will not print any exhibits to be submitted into evidence. Exhibit marking instructions may be found at [Evidence Pre-Marking Instructions](#). Exhibit tags are located on the 1st floor of the Orange County Courthouse in Records Management. 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.
- Please note that the Court does not have the ability to play a CD or DVD, and you should provide a USB drive with any video, audio, or photos (unless printed) or make your own arrangements for the CD or DVD to be played. (Bring your own device or contact the [AV Department](#) for further assistance.)
- Exhibits are permitted to be provided to the Court via U.S. Mail at 425 N. Orange Avenue Suite 1145 Orlando, Florida 32801. It is the responsibility of the party/attorney to ensure exhibits make it to the Court on time, especially when being provided via U.S. Mail.

- **Deadline for Submissions:**

- If the hearing is virtual, exhibits must be received three (3) days before the evidentiary proceeding. For in person hearings, exhibits may be brought with you to court the day of the hearing.

G. Emergency Motions and Other Urgent Matters

- **Requirements:**

- If a party believes there is a legal 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.
- Parties are reminded that problems that are not extremely serious and imminent are NOT emergencies. Non-emergency issues should not be the subject of an emergency motion. Motions filed that do not amount to an emergency may be DENIED in chambers by the Court. If a true emergency situation arises, counsel may request that a hearing be set on short notice. The body of the motion must contain a detailed explanation and legal basis of the circumstances constituting the emergency as well as the substance of the motion. All Emergency Motions should be verified and submitted with a proposed order. The Court will review the motion and, if it is determined an emergency exists, the Court will generate an Order or set the matter for a hearing. Expedited hearing time may be requested with notice to the opposing counsel or party and is often more appropriate than an emergency motion.

- **Scheduling:**

- If the court determines necessary, a hearing will be scheduled on the emergency motion unilaterally by the court. All parties shall make themselves available for the emergency hearing, barring exigent circumstances.

- **Other Procedures Relating to Emergency and Other Urgent Matters:**

- Emergency Motions that do not have a legal basis for an emergency are subject to be denied in chambers.

H. Pretrial Conferences and Case Management Conferences (CMC)

- **Case Management Conference (CMC):**

- Any party may request a CMC when a case requires. Case Management Conferences are generally scheduled virtually via Zoom for a total allotment time of 15 minutes.
- The court strongly encourages the early use of CMCs in more complex cases, multiple-party litigation, or any case that might benefit from court intervention.
- Unless excused by the court in advance, all counsel and parties must be present for the CMC. Prior to the conference, the parties shall meet to discuss any stipulations, issues, and the posture of the case. The parties shall also be expected to be prepared to comply with any and all of the requirements of Florida Family Rule 12.200(a).

- **Status Conference:**

- Any party may request a status conference when a case requires.
- Status Conferences are scheduled virtually via Zoom for a total allotment time of 15 minutes or less.

- **Requirements:**

- Any request for a CMC or status conference must articulate the reasons for the necessity of the conference.

- **Scheduling:**

- If the court grants the request for a CMC or status conference, the moving party must schedule the CMC or status conference pursuant to the procedures noted under the above “Scheduling Procedures.”
- Pretrial Conferences are scheduled by the Judge at the

hearing during a CMC.

- **Other Procedures Relating to Pretrial Conferences and Case Management Conferences**

- Counsel and pro se litigants must comply with all aspects of the Uniform Pre-trial Order. Non-compliance may result in sanctions or cancellation of the Pre-trial Conference. The 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 may not be granted.
- At the Pre-Trial Conference, the Court will identify and narrow the issues for trial heavily relying on the Joint Pre-Trial statement submitted by the parties. **The attorney trying the case must appear at the pre-trial conference. The parties are encouraged to attend as well.** If the case is ready, the Court shall schedule the trial. If counsel or a pro se litigant is unable to attend, a motion for continuance must be submitted to the Court and an Order entered by the Court, or your case may be removed from the docket. If there are any unusual or complex issues to be tried, attorneys may be asked to file a short memorandum citing case law and deliver a copy of the memorandum and the case law to the Court at least 3 days prior to the trial. Any proposed Orders that you wish for the Court to consider must be in Word format and provided three days prior to the hearing to 31orange@ninthcircuit.org.
- Parties/Counsels are on notice that any outstanding motions may be taking up or addressed during a Case Management Conference. Motions may also be scheduling with the Judge in court for a future hearing date. Failure to appear at a Case Management Conference or Pretrial Conference may result in any and all outstanding motions being deemed abandoned, granted or denied, or set for

hearing without further input from the non-appearing party.

I. Noticing a Case for Trial

- **Procedure:**

□ If either party believes their case is ready for trial, they may file a Notice of Trial (in compliance with Family Rule of Procedure 12.440) and Case at Issue Cover Sheet. The Court may set the case for a Case Management Conference upon receiving the notice if the parties have filed:

1. Financial affidavits within the past 12 months.
2. Certificates of mandatory disclosure (12.285)
3. UCCJEA affidavit (if applicable)
4. Social Security Notice (F.S. 61.052(7) or 742.032)
5. A mediation report or certificate from the past 12 months.
 - a. If mediation is not appropriate, counsel or pro se litigants shall file a Motion to Dispense with Mediation and set it for hearing at ex parte/short matters.
 - b. Both parties should note that the current Administrative Orders governing Paternity and Dissolutions state “Mediation is encouraged early in the proceedings and required prior to scheduling a hearing on temporary relief and prior to noticing the case for trial. Several mediation conferences should be held in all cases when required and in order to accomplish a result that both parties fully understand and with which they are both comfortable.”
6. If the case is a dissolution of marriage with children or a paternity case, parenting class certificates must be filed with the Clerk’s Office pursuant to state law and the circuit’s administrative order.

7. Any other filings required by law.
8. Pursuant to Administrative Order 2004-14 entered on June 29, 2004, counsel or pro se litigants shall attach Form 51 to their Notice of Trial. Form 51 is available on the Court's website at <https://www.ninthcircuit.org/sites/default/files/Form%2051.pdf>

- **Notice Period:**

- The court generally schedules a case for trial during the CMC or Pre-trial hearing. Parties and attorneys are expected to be prepared to have availability to coordinate the trial date at the CMC or Pre-trial.
- Please note that this Court does not automatically schedule cases during specific trial periods. No trials will be schedule before first attending a Case Management Conference and/or Pretrial Conference with the Judge.

J. Forms

- **Access:**

- Certain division forms are available for download on [Judge Jackson's Webpage](#) under "Important Information."
- Family Law Forms are available at [Florida Courts](#).

- **Usage:**

- Please note when filing a [Notice Setting Case Management Conference](#), the *Notice Setting Case Management Conference* form must be used which is located on Judge Jackson's webpage under "Important Information."

K. Other Division Procedures

- **ADA Accommodations:**

- If you need an ADA accommodation, please contact ADA Coordinator, Human Resources, Orange County Courthouse, 425 N. Orange Avenue, Suite 510, Orlando, Florida, (407) 836-2303, fax: 407-836-2204 [in Osceola County: ADA Coordinator, Court Administration, Osceola County Courthouse, 2 Courthouse Square, Suite 6300, Kissimmee, FL 34741, (407)-742-2417, fax 407-835-5079].

- **Interpreter Requests:**

- The court **cannot** provide interpreters for DR cases. If you are in need of an interpreter for a DR case, you must bring your own interpreter with you to ALL HEARINGS. An interpreter will not be provided to you by the Court. (Si no entiendes el idioma de ingles, por favor traiga un interprete).
- For any DV cases, you must inform the Judicial Assistant via email at least a minimum of five (5) business days in advance that an interpreter is needed for your DV case. Generally, interpreters for DV cases are only available on Wednesday afternoons and Thursdays.