

Judicial Practices and Procedures

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Honorable Amanda Bova, Orange County Judge, 9th Judicial Circuit, Florida
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Orange County Criminal Division 85

Contact Information

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Communications with the Judicial Office:

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Method of Communication: All communications to the judicial office must be submitted via e-mail to 85orange@ninthcircuit.org. The subject line must contain the case number, case name, and relevant matter (e.g., 2024 DR 001234 SC – Doe v. Doe - 2-Hour Hearing Requested).

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.

Self-Represented / Pro-Se litigants: All motions must be properly filed with the clerk of court prior to attempting schedule a hearing. Be sure to legibly include your full name, entire case number, email address, and physical address. If you are represented by the Public Defender's Office or a Private Attorney, please contact your attorney regarding your case. Please understand that the Judicial assistant cannot provide any legal advice.

Scheduling Procedures

Court Schedule: Hearing time may be found on the AI calendar.

<https://calendar.ninthcircuit.org/Calendar/Orange/1608>

Scheduling Hearings: Hearings must be requested via e-mail at 85orange@ninthcircuit.org. Hearings are not scheduled until a confirmation email has been received by the JA.

Notice of Hearing: For all evidentiary / contested hearings, 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 proper remote format credentials. All hearing notices must contain the ADA notification required by Florida Rule of General Practice and Judicial Administration 2.540.

Submission Deadlines (Civil only): The court must receive all hearing materials no later than three business days before the hearing.

Order of Proceedings: Matters will be heard in the order they appear on the docket. Certain cases may be prioritized based on a defendant being held in custody, the need for interpretation services, and other unique situations that may arise. Pretrial conference cases are generally called on a first-come first-serve basis and a sign-in sheet is utilized. Virtual/ remote appearances are generally handled after the in-person cases are called.

Continuance Procedure: Continuances are disfavored and will be granted only upon good cause shown. A request for continuance must be in writing and should include the opposing party's position, the specific grounds, and the amount of time requested. 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: You must cancel hearings by notifying the judicial assistant immediately. You must also immediately file and serve a notice of cancellation on opposing counsel and any self-represented litigant."

Pro-Se / Self represented parties: If you are self-represented and a capias was issued in your case, you will need to file your motion and request for hearing in writing with the Clerk of Court. Be sure to include your name, entire case number, email address and physical address. If you are represented by the Public Defender's Office or a Private Attorney, please contact your attorney regarding your case.

Remote Appearance

Remote Appearance Procedure: Other than arraignments, parties may appear virtually to any non-evidentiary hearing scheduled for 30 minutes or less, provided they have communicated with the opposing party prior to the hearing. Virtual appearances for any evidentiary hearings must have prior Court approval and should notify the judicial assistant of the intent to appear virtually via email at 85orange@ninthcircuit.org , at least 24 hours prior to the hearing time. Attorneys may appear remotely for pre-trial conference, provided they have communicated with the State no more that 30 days prior to the hearing AND **provide notice to the Judicial Assistant** at least 24 hours prior.

Platform Used: The court uses WebEx for remote appearances.
<https://ninthcircuit.webex.com/join/85orange>

Join by Phone
1-904-900-2303
Access code: 2338 443 0434

Requirements: Participants should identify themselves in the WebEx platform by first and last name, and identify the case name or number they are appearing for.

Interpretation Needs: Requests for interpretation should be made in advance by emailing the Judicial assistant.

Submission of Orders and Judgments

Format and Submission: Unopposed motions may be signed in Chambers. All proposed orders must be submitted via email in Word format along with a properly filed copy of the motion. All proposed orders must be accompanied by a cover letter or email 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.

Courtesy Copies of Case Law and Other Documents

When Required: Courtesy copies of case law are appreciated in advance but will also be accepted at the time of hearing.

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.

Other Division Procedures

ADA Accommodations: If you need an ADA accommodation, please contact adacoordinator@ocfl.net.

Interpreter Requests: If an interpreter is needed for a hearing longer than five minutes, or trial, please contact the judicial assistant at 85orange@ninthcircuit.org.

Use of Artificial Intelligence (AI): If any attorney for a party, or a pro se party has used Artificial Intelligence ("AI") in the preparation of any complaint, answer, motion, brief, or other paper filed with the Court, MUST, in a clear and plain factual statement, disclose that AI has been used, and CERTIFY that each and every citation to the law or the record in the paper, has been verified as accurate.