



BARBARA W. BRONIS
CIRCUIT JUDGE

THE CIRCUIT COURT OF THE
NINETEENTH JUDICIAL CIRCUIT
OF FLORIDA

218 S. 2ND ST.
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2019 Procedures for All Cases Assigned to Judge Bronis
St. Lucie County Courthouse - Courtroom 3-D
Ellen Raynak, Judicial Assistant raynake@circuit19.org
Effective Date: January 2, 2019

NOTE: YOU MAY IMMEDIATELY SEND BY EMAIL TO THE JUDICIAL ASSISTANT AT raynake@circuit19.org ALL QUESTIONS RELATED TO JUDGE BRONIS' PROCEDURE FOR ST LUCIE COUNTY CIVIL JURY DIVISION CASES THAT HAVE AN AGREED CASE MANAGEMENT PLAN AND/OR ORDER.

PAPERLESS

Office

All correspondence, motions, hearing materials, etc., should be sent by email in pdf format to the judicial assistant at raynake@circuit19.org. Proposed orders should be submitted in Microsoft Word format.

Due to the diversity and volume of cases in this assignment, email is the preferred method of contacting the judicial assistant. Please do not contact the judicial assistant by telephone unless absolutely necessary.

All parties must be listed as copy recipients on all email messages to the judicial assistant.

Although strongly discouraged, if you lack the ability to transmit documents by email, you may deliver or mail hard copy documents; or you may call the judicial assistant and request a fax number.

Courtroom

Paper proposed orders may be brought to court hearings, or you may send your proposed order by email in advance of the hearing date. In the latter event, it is unnecessary to bring paper to the hearing. If you bring a paper proposed order to a hearing, additional copies are unnecessary. The signed order will be e-filed and e-served through the e-filing portal. Stamped, addressed envelopes are necessary only for copy recipients who must be served by regular mail; and the complete name and mailing address of those recipients must also appear at the bottom of the proposed order.

Hearing materials should be submitted by email at least 7 days in advance of the hearing date. **Lengthy materials submitted in the form of tabbed pdf electronic binders are greatly appreciated.** Highlighting of pertinent sections is appreciated. Lengthy submissions may be sent through an online drop box. Alternatively, but not preferred, lengthy submissions may be mailed or delivered to the judicial assistant on a flash drive. Absent any other alternative, a flash drive may be presented in court at the hearing. **Please do not mail binders or hard copies of hearing materials.** An electronic copy of the submission, including any flash drive, must be simultaneously provided to all other parties.

SERVICE THROUGH E-FILING PORTAL

Orders will be e-served on all attorneys listed on the case in the e-filing portal. Answers to questions related to the e-service list are in the **e-service user guide** at <https://www.myflcourtagency.com/authority/trainingmanuals.html>. When an attorney leaves a case, he or she is responsible for removing his or her name from the e-portal service list. Answers to questions related to **removing a name** are at <https://www.clerk.org/pdf/RemovalOfEmailAddress-NoLongerAttyOnCase.pdf>.

UNIFORM MOTION CALENDAR (UMC) AND SPECIAL SET HEARINGS

All hearings must be scheduled using the online scheduling calendar at https://slccjis.stlucieco.gov/attorney_calendar. Users must register to obtain a user ID and password to access the site. The calendar will indicate the available UMC and special set hearing slots.

UMC hearings are for non-evidentiary or uncontested matters up to 5 minutes per side, or 10 minutes maximum. Special set hearings are for evidentiary matters up to 120 minutes. Special set hearing longer than 120 minutes may be requested by emailing the judicial assistant. Parties will be restricted to the time they allotted for the hearing.

Appearance or participation at hearings using communication equipment is permitted, subject to the provisions of Fla. R. Jud. Admin. 2.530. Telephonic appearance must be arranged through CourtCall; or a toll-free telephone number must be provided to the judicial assistant.

Any emergency motion must contain a detailed explanation of the matter, including the circumstances constituting the alleged emergency. Before a hearing may be set, the motion must be emailed to the judicial assistant. After the court reviews the motion, the judicial assistant will notify the parties of whether or not the court will allow the setting of an expedited hearing on the motion.

Cancellation of a hearing must be done by (1) cancelling the hearing on the online scheduling calendar; (2) e-filing a notice of cancellation; and (3) emailing to the judicial assistant a copy of the filed notice of cancellation.

If all parties agree, certain motions may be considered by the court without a hearing, upon request sent by email to the judicial assistant.

DISCOVERY DISPUTES AND MOTIONS TO COMPEL

Motions to compel discovery must comply with Florida Rule of Civil Procedure 1.380(a), including a certification that the movant, in good faith, has conferred or attempted to confer with the person or party failing to make discovery in an effort to secure the information without court action.

When a motion to compel discovery alleges a complete failure to respond or object to the discovery, the time for complying with the discovery request has lapsed and there has been no request for an extension of time, an ex parte order may be entered requiring compliance with the original discovery demand within ten (10) days of the signing of the order. The movant may submit the proposed order by email to the judicial assistant with notice to all parties.

You are expected to do your utmost to avoid unnecessary discovery dispute litigation. If a hearing must be set, consider whether it is appropriate to hear your discovery matter on UMC. If the matter requires a thorough understanding of the context of the litigation, and involves multiple sub-issues, you should schedule a special set hearing of sufficient length.

WITHDRAWAL OR SUBSTITUTION OF COUNSEL

You must follow the provisions of Fla. R. Jud. Admin. 2.505. You must obtain the client's consent in writing which shall be filed with the court, or, if no consent, schedule a hearing with proper notice to the client.

JUDICIAL DEFAULT

No judicial default will be entered without a hearing. If you are entitled to a clerk's default, then request the clerk to enter a default. If you seek a judicial default order, the motion must be set for hearing, with proper notice.

PRETRIAL PROCEDURE

With due deference to Fla. R. Civ. P. 1.440, parties on both sides of a case are expected to diligently work to complete discovery and negotiation *before filing a notice for trial*. You should strongly consider filing your notice for trial when the case is ready to be tried, and not before, subject to demonstrating dilatory tactics by the other side. Similarly, although the law does not preclude the filing of a notice for trial before you complete mediation, you are strongly encouraged to complete mediation (or move to excuse it for good cause) prior to filing your notice for trial. Mediation is required for all cases, unless excused by the court in a particular case.

Case management conferences and pretrial conferences, pursuant to Fla. R. Civ. P. 1.200, will be held upon request of a litigant. If necessary, you may set a motion for case management conference or pretrial conference using the online scheduling calendar.

NOTICE FOR TRIAL

When filing a notice for trial, you must email a copy of the notice to the judicial assistant. You will then receive an order setting docket call and listing the applicable trial weeks. At docket call, dates certain for trial will be assigned and back-up dates may be assigned. The judicial assistant will maintain a list posted on this webpage of cases set for trial and the back-up cases. The list will be updated to indicate when a case has settled. Parties are responsible for checking the list. Parties in a back-up case must maintain contact with parties on cases set in front of them and must be prepared to proceed to trial if the case in front settles.

SETTLEMENT OF CASES

If your case settles after you have received an order setting docket call or trial, you are requested to immediately notify the court by sending to the judicial assistant an email advising of settlement.

MOTIONS FOR REHEARING, RECONSIDERATION OR CLARIFICATION

Do not set a motion for rehearing, reconsideration or clarification for hearing without court permission. After you file such a motion, you must notify the court of the filing by emailing the motion to the judicial assistant. Please also send a proposed order in Microsoft Word format. The court will review the motion in chambers and, if no hearing is necessary, issue an order on the motion. The parties will be notified if a hearing is necessary.