

**POLICIES, PROCEDURES AND PREFERENCES
FOR ALL CASES ASSIGNED TO JUDGE STEPHEN EVERETT**

SECTION 1 - HEARINGS

1.1 Scheduling Hearings

Hearings are scheduled by emailing Judicial Assistant Lynn Underwood (“JA”) at underwoodl@leoncountyfl.gov. You must include the case number in your subject line. Counsel will be given dates to coordinate with all parties and persons entitled to notice under the applicable law. Please do not copy the JA on any back and forth conversations between parties regarding dates. Once a date is agreed upon, you must email the JA to confirm that the date is still available. If the date is still available, **you must prepare and file a Notice of Hearing and email a courtesy copy to the JA.**

1.2 Appearance by Telephone

If counsel for a party has good cause to request to appear by telephone for a hearing, he or she shall submit a motion and proposed order through the portal for electronic signature by Judge Everett. The phone number of the party appearing by phone must be provided for the Court to call. If there is more than one party appearing by telephone, a toll-free conference call number must be provided for the parties and the Court to call.

1.3 Materials for Hearings

It is the responsibility of Counsel to make sure all materials for the hearing are filed with the clerk at least 3 days prior to the hearing so that it will appear on the docket for Judge to review beforehand.

1.4 Cancellation of Hearings

If your hearing is cancelled or needs to be rescheduled, all attorneys are tasked with notifying the JA as soon as possible and providing a copy of a Notice of Cancellation.

1.5 Emergency Hearings

When an emergency hearing request is made to the JA, the JA will give the party requesting the hearing the earliest dates available if the matter is a true emergency. A description of the emergency must be stated in the motion. Simply wanting an earlier hearing date is not grounds for an expedited hearing. If counsel has good cause for an expedited hearing, a motion for expedited hearing must be filed with the clerk before requesting a hearing.

SECTION 2 - ORDERS

2.1 Submission of Proposed Orders

Please e-file orders you wish addressed into the Florida Efiling Portal. Select proposed orders and Judge Everett. Our office is paperless.

2.2 No Return Copies of Signed Orders

Do not send extra copies of proposed orders or envelopes. All orders will be electronically signed by the Court and will be promptly filed and, thus, transmitted to all parties via the filing portal.

SECTION 3 – PROBATE FORMS AND DOCUMENTS

3.1 Forms

Forms for almost all probate petitions, proposed orders, and required supporting documentation can be obtained from the Clerk’s website. For example, a checklist and an affidavit of heirs must be filed in all cases, these can be found at:

https://cvweb.clerk.leon.fl.us/public/court_services/probate/probate.asp

3.2 Death Certificates

When filing petitions for administration and dispositions without administration, an authenticated death certificate must be filed with the Clerk. E-filed copies of death certificates are not acceptable.

SECTION 4 – SELF REPRESENTED PETITIONERS

4.1 Submitting Petitions and Proposed Orders

Self-represented petitioners must submit a proposed order along with every petition, except for Dispositions Without Administration. Handwritten petitions and orders must be legible. Petitioners must also include their email address in the signature block of the petition, so the Court is able to contact you if necessary.