

JUDGE LISA HERNDON
Judicial Assistant: Stacey Waldron
Email: swaldron@circuit5.org

Policies and Procedures

Case Management

Within 120 days of the filing of the case, the Court will issue a *Differentiated Civil Case Management Order and Order Establishing Motion Practice Procedures* OR the parties may file a Stipulated Civil Case Management Order and a proposed Order Approving Stipulated Civil Case Management Order. *SC2023-0962, Marion County Administrative Order A-2024-59.*

Motions shall be addressed pursuant to the Courts *Order Establishing Motion Practice Procedures.*

Procedures for Setting Hearings

Hearings may be scheduled by emailing Judicial Assistant, Stacey Waldron, at swaldron@ircuit5.org for available hearing time. Hearings must be coordinated with opposing counsel and may not be unilaterally set. In the email, please provide the following information:

- Case number and style
- Motion to be heard and date filed (with a copy of the filed motion)
- Amount of time requested
- "Meet and Confer" confirmation
- Names of counsel that will appear

Once hearing time is confirmed, a Notice of Hearing must be filed with the Clerk of Court and a copy forwarded via email to the Judge's office.

Zoom Appearances are typically permitted for most hearings set for one hour or less. In-person appearances are required for hearings set for more than one hour, without prior approval from the Court.

Procedures for Submitting Orders

The Court does not accept Orders through the Court's e-filing portal.

Agreed/Unopposed Orders are to be submitted to swaldron@circuit5.org (in Word format) with a copy of the motion and a notation that the proposed Order is agreed or unopposed and accompanied by a cover letter indicating that opposing counsel has approved the form of the order. Please do not send proposed orders to the court until you have approval from opposing counsel. If opposing counsel objects and intends to present a competing order, the proposed order must be submitted immediately, in Word format, with a notation in the email that it is a competing order.

Proposed order shall be sent as a separate document, not attached to the motion or cover letter.

If all parties receive e-service, proposed orders should be submitted in Word format via email to swaldron@circuit5.org.

If any party receives service by U.S. Mail, then proposed orders should be submitted in hard copy to Chambers (Marion County Judicial Center, 110 NW 1st Avenue, Ocala, FL 34475), with sufficient copies and stamped, addressed envelopes for all parties not receiving e-service.

Please be sure that the Certificate of Service is complete, listing all Counsel of Record and parties.

Orders should not be sent via US Mail AND by e-mail. Please use one, or the other, but not both.

Submission of Hearing Materials

In general, the Court prefers not to receive binders or notebooks with copies of all pleadings in the court file. There is no need to waste time and resources sending copies of anything that is already in the court file. If you have case law or exhibits to provide, please send them to swaldron@circuit5.org, at least 5 business days prior to the hearing, to allow time for the Court's review prior to the hearing.