

IN THE CIRCUIT COURT OF THE 15TH JUDICIAL CIRCUIT,
IN AND FOR PALM BEACH COUNTY, FLORIDA

CIVIL DIVISION "AH"

IN RE: **STANDING ORDER ON
TRIAL AND TRIAL PREPARATION PROCEDURES**

The following guidelines and requirements are hereby adopted for all jury trials scheduled and set in Division "AH":

1. The attorneys shall comply with the clerk's procedures (attached) for premarking exhibits. It shall be the responsibility of the individual attorneys to contact the clerk for instructions prior to trial.
2. The attorneys shall review all exhibits prior to trial and note any remaining objections in writing. A list of written objections identifying the exhibit and the basis for the objection shall be presented to the Court prior to trial.
OBJECTIONS NOT PRESENTED SHALL BE DEEMED WAIVED. UNLESS OTHERWISE PERMITTED BY LAW, THE COURT WILL DISALLOW THE USE OF ANY EXHIBITS NOT PREVIOUSLY MARKED AND IDENTIFIED.
3. If videotaped or transcribed depositions which contain objections requiring ruling by the Court are to be used during trial for purposes other than impeachment, the attorneys shall meet to reduce or eliminate objections that can be resolved without Court intervention. For those that cannot be


resolved the parties shall provide to the Court, one (1) week prior to jury selection, transcripts of all depositions at issue along with a cover sheet reflecting the anticipated order of use at trial of the various transcripts and the page and line where each objection appears. This is required in an effort to minimize trial interruptions thereby maximizing the use of jury time.

4. The attorneys are directed to meet prior to jury selection to discuss jury instructions and verdict forms. At the time of jury selection, the attorneys will present jury instructions and verdict forms to the Court in the following form:
 - A. One packet of instructions/verdict forms upon which the parties agree.
 - B. One packet of remaining proposed instructions/verdict forms requested by Plaintiff(s) to which Defendant(s) object.
 - C. One packet of remaining proposed instructions/verdict forms by Defendant(s) to which Plaintiff(s) object.
5. All Motions in Limine shall be filed, scheduled and heard before the calendar call and a courtesy copy of the motion shall be delivered to the judge's office. Whenever possible, Motions in Limine should either be special set or set for 8:45 A.M. Uniform Motion Calendar hearing (depending upon the amount of time needed). Daubert motions and motions

for summary judgment are to be filed, scheduled and heard prior to calendar call.

6. During trial days, it is necessary to lock the courtroom during the lunch hour. If requested, a conference room will be made available to the attorneys/parties outside the courtroom.

DONE AND ORDERED at West Palm Beach, Palm Beach County, Florida
on this 11TH day of February, 2015.



LISA S. SMALL, Circuit Judge

This notice is provided pursuant to Administrative Order No. 2.207-2/12

“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”

“Si usted es una persona minusválida que necesita algún acomodamiento para poder participar en este procedimiento, usted tiene derecho, sin tener gastos propios, a que se le provea cierta ayuda. Tenga la amabilidad de ponerse en contacto con Tammy Anton, 205 N. Dixie Highway, West Palm Beach, Florida 33401; teléfono número (561) 355-4380, por lo menos 7 días antes de la cita fijada para su comparecencia en los tribunales, o inmediatamente después de recibir esta notificación si el tiempo antes de la comparecencia que se ha programado es menos de 7 días; si usted tiene discapacitación del oído o de la voz, llame al 711.”

“Si ou se yon moun ki enfim ki bezwen akomodasyon pou w ka patisipe nan pwosedi sa, ou kalifye san ou pa gen okenn lajan pou w peye, gen pwovizyon pou jwen kèk èd. Tanpri kontakte Tammy Anton, kòdonatè pwogram Lwa pou ameriken ki Enfim yo nan Tribinal Konte Palm Beach la ki nan 205 North Dixie Highway, West Palm Beach, Florida 33401; telefòn li se (561) 355-4380 nan 7 jou anvan dat ou gen randevou pou parèt nan tribinal la, oubyen imedyatman apre ou fin resevwa konvokasyon an si lè ou gen pou w parèt nan tribinal la mwens ke 7 jou; si ou gen pwoblèm pou w tande oubyen pale, rele 711.”



OFFICE OF THE
CLERK OF THE CIRCUIT COURT

SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

Please respond to:
Fifteenth Judicial Circuit - Palm Beach County
Circuit Civil Division- P.O. Box 4667- West Palm Beach, FL 33402-4238
(561) 355-2986

CIRCUIT CIVIL PRE-MARKING GUIDELINES

1. Please call the Clerk's Office at (561) 355-2986 prior to trial date for Pre-Marking instructions. (template & guidelines)
2. If no one is available to answer your call, please leave a message including your case number, style of case, fax number, and telephone number. All long distance calls will be returned collect.
3. An updated, legible and specific exhibit list MUST be provided to the trial clerk on the first day of trial.
4. **EXHIBIT LIST REQUIREMENTS:**
 - A. Place a numbered sticker on the top right hand corner of the front of each exhibit clearly identifying *Plaintiff* or *Defendant*. (Can be obtained in any Office supply store).
 - B. An Exhibit Tag/Template will be faxed to you by the Clerk's Office. Make copies of exhibit tag(s) and tape one tag on the back of each exhibit. (Template can be scanned onto Avery Labels or any colored paper)
 - C. The exhibit list must be numbered sequentially.
 - D. Any exhibit(s) with multiple sections should be designated by number and letter; i.e. 1a, 1b, 1c, etc.
 - E. Exhibit lists which state "all", "any" and "any and all" are not accepted.
 - F. Loose photographs are NOT accepted. Photos MUST be individually marked and mounted.
 - G. Exhibits MUST BE bound; i.e. Staples, Acco-type fasteners, etc. Please NO spiral binders. Clips and Rubber Bands ARE NOT ALLOWED.
 - H. Deposition(s) and Pleading(s) are NOT marked as exhibits. However, all exhibits that will be entered into evidence must be pre-marked including, but not limited to, pleadings, documents, etc. that a party will request to be judicially noticed.
 - I. Large demonstrative boards that you want placed into evidence must be accompanied by a smaller version.