

GENERAL RULES AND REQUIREMENTS FOR THE OFFICE OF THE HONORABLE Nicole L. Mirra

DO NOT send original signed documents to the Judge's Office. Once your documents have been electronically filed you may hold on to them (unless the Judge's office has asked you for a copy)

Submitting Motions and Proposed Orders to the Judge:

- Judge Mirra's office is **paperless** all documents are to be filed via the e-portal and orders should be filed through the Proposed Documents option on the E-portal for electronic signature. <https://www.myflcourtaccess.com>
- If both parties are represented by counsel and the motion has been filed on the case. You may submit the proposed order to the judge via the Proposed Documents option on the E-portal. Copies and envelopes are not needed.
- If both parties are pro se please submit orders electronically or please provide copies and envelopes via regular U.S. mail to the judge's office for review.

SMALL CLAIMS PRE-TRIAL CONFERENCES:

- If you wish to continue a PTC you must file a motion to continue with the clerk's office then contact the Judicial Assistant and submit the proposed order to the judge via for judicial review option on the E-portal. The Judge will review the motion to continue and decide if it will be granted or denied.
- If the parties wish to invoke the rules of civil procedure and waive the pre-trial conference, a stipulation shall be submitted as a new pleading on the case and a Proposed Order to Invoke Rules of Civil Procedures submit the proposed order to the judge via for the Proposed Documents option on the E-portal for the Judges review no later than 4pm on the Monday prior to the Pre-Trial conference date. The Stipulation and Proposed Order to Invoke Rules of Civil Procedures can be found under the downloads tab on Judge Mirra's homepage.

Updated October 4, 2023