Judicial Practices and Procedures

(last modified May 19, 2026)

Sean M. Lux, Judge

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Contact Information

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A. Communications with the Judicial Office

- **Method of Communication:** All communications to Judge Lux's office must be submitted by e-mail to Judge Lux's Judicial Assistant, Jen at JOliva@ca.cjis20.org. The subject line must contain the case number, case name, and relevant matter

- **Ex parte Communications:** All communications with the judicial office must comply with Canon 3 of the Code of Judicial Conduct, which prohibits a judge from initiating, permitting, or considering ex parte communications and from considering other communications outside the presence of the parties concerning a pending or impending proceeding, unless authorized by law. All

parties must be copied on any e-mail directed to the judicial office, unless an ex parte communication is authorized by law." All letters, emails or other written communications sent to the Judge should be filed with the Clerk and provided to the attorneys or litigants in a case. The Court is only allowed to consider evidence and arguments made in the courtroom and in documents properly filed in the case as authorized by law and the Rules of Court. The Court cannot ethically read or consider any other evidence or arguments about the case.

- **Unsolicited Communications:** Unsolicited communications from non-parties will not be considered by the court. Parties may only contact the judicial office in accordance with these practices and procedures.

- **E-Filing Portal Contact Information:** All attorneys and self-represented litigants must provide an e-mail address to receive signed orders electronically, unless excused. Fla. R. Gen. Prac. & Jud. Admin. 2.516. It is the responsibility of attorneys and self-represented litigants to update their contact information using Form 2.603 any time there is a change in the e-mail account registered for electronic service.

- **Response to Inquiries:** The judicial assistant is not authorized to provide legal advice. The judicial assistant strives to substantively respond to all e-mail inquiries within one (1) business day. If the judicial assistant is unable to substantively respond within one (1) business day is out of the office, your message will be acknowledged as received with an indication of when to expect a substantive response and alternate contact for immediate assistance.

- **Other Communication Procedures:** Any e-mail sent to or from the judicial office may be a public record subject to disclosure.

B. Scheduling Procedures

- **Court Schedule:** Judge Lux's calendar can be viewed online at View My Court Schedule

- **Scheduling Hearings:** Hearing time must be requested by e-mail to Judge Lux's Judicial Assistant, Jen, at JOliva@ca.cjis20.org. Verify the motion is viewable before scheduling a hearing. The Court will not entertain motions that have not been e-filed. All motions must be viewable on the Clerk of the Court's system before any materials, including courtesy copies, are provided to the Court. Available hearing time will be provided for the parties to coordinate, and the JA will confirm

- **Notice of Hearing:** A notice of hearing must be filed and served immediately after reserving hearing time. If a Notice of Hearing is not filed, the Motion will not be heard. A Notice of Hearing must comply with Administrative Order 2.35, which must include the name of the motion to be heard and the date the motion was filed. All Notices of Hearing must contain the ADA notification required by Florida Rule of General Practice and Judicial Administration 2.540.

AMERICANS WITH DISABILITIES ACT NOTICE:

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 ADA Coordinator, whose office is located at 350 E. Marion Avenue, Punta Gorda, Florida 33950, and whose telephone number is (941) 637-2110, at least 7 days before your scheduled court appearance, or immediately on receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

- **Submission Deadlines:** The court must receive all materials in paper form for the hearing no later than three business days before the hearing.

- **Order of Proceedings:** Matters will be heard at the discretion of the Court.

- **Continuance Procedure:** A request for continuance must be submitted at least five (5) days prior to the scheduled court date. Continuances are disfavored and will be granted only upon good cause shown. Successive continuances are highly disfavored. Lack of due diligence is not grounds for granting continuance.

  Motions for continuance must state with specificity: (1) the basis of the need for the continuance, including when the basis became known to the movant; (2) whether the motion is opposed; (3) the action and specific dates for the action that will enable the movant to be ready, including, but not limited to, confirming the specific date any required participants are available; and (4) the proposed date by which the case will be ready to proceed and whether that date is agreed by all parties. Except for good cause shown, the motion must be signed by the party requesting the continuance, as required by Florida Rule of General Practice and Judicial Administration 2.545(e).

C. Remote Appearance

- **Remote Appearance Procedure:** The court maintains a hybrid virtual courtroom, allowing parties to appear either in person or remotely, as provided by Florida Rule of General Practice and Judicial Administration 2.530. Requests to use communication technology for an appearance for all Criminal matters may be made by sending an e-mail request to the JA.

- **Platform Used:** The court uses Zoom for remote appearances. Telephonic appearance will not be permitted. The JA will send out the Zoom information via email to the Attorney of Record the day prior to the Court event.

- **Requirements:** Zoom attendance is permitted for Attorneys only. Defendants are expected to appear in person in the courtroom. Attorneys appearing via Zoom must conduct themselves with the same decorum as if physically present in court. Please keep your microphones muted until your case(s) are called and ensure your video is enabled when addressing the Court.

If a witness appears remotely, the party calling the witness must ensure the witness has a functioning camera and microphone and has tested the internet connection before the hearing. The oath will be administered in accordance with Florida Rule of General Practice and Judicial Administration 2.530

D. Submission of Orders and Judgments

- **Format:** All proposed orders must be submitted in Word format only with Arial 12-point font and 1" margins. Do not include headnotes, footnotes, inserts such as text boxes or pictures, any reference to date, signature line, Judge's name and Certificate of Service after "Done and Ordered". All proposed orders must be provided to opposing counsel and any self-represented litigant. Electronic Submission Proposed Orders

- **Submission Method:** All proposed orders whether agreed to or not should be submitted through the Court's E-Filing Portal. E-Filing Portal

- **Deadline for Submissions:** Proposed orders must be submitted within 10 days after any hearing.

E. Courtesy Copies of Case Law and Other Documents

- **When Required:** Courtesy copies of case law must be submitted to the court for any evidentiary proceeding.

- **Submission Method:** All courtesy copies must be submitted in paper form via USPS mail or delivered to the Justice Center mailroom.

- **Deadline for Submissions:** Courtesy copies must be delivered to the court no later than three days before any evidentiary proceeding.

- **Other Courtesy Copies Procedures:** Statutes, case law and any other legal authority should be highlighted. Parties must provide opposing counsel with all documents provided to the Court..

F. Emergency and Other Urgent Matters

- **Requirements:** If a party believes there is a factual basis for setting an emergency hearing, a detailed motion setting forth the following must be filed: (1) the issues to be resolved, (2) reasons why an emergency hearing is necessary, and (3) the amount of time needed for each party's presentation. All requests for an Emergency hearings must be submitted to the Judicial Assistant via email to JOliva@ca.cjsi20.org with a copy of the Motion.

- **Scheduling:** If the Court determines that an emergency exists, a hearing will be scheduled unilaterally by the court. All parties shall make themselves available for the emergency hearing, barring exigent circumstances.

G. Court Appearances

- **Case Management Conference:** Private Attorneys will be provided with Zoom information via e-mail by the JA on the day prior to the court date. This is a hybrid court event. Defendants are not permitted to appear via Zoom and if required to appear, must do so in person. Due to the size of the docket, pleas at Case Management Conference will be rolled to the end of the docket. If you have worked out a negotiated plea ahead of time, you may set your case to a plea docket and have the case removed from the Case Management docket.

- **Calendar Call:** In-Person attendance is mandatory for all attorneys and defendants for this court event. Zoom attendance will not be permitted. Due to the size of the docket, pleas at Calendar Call will be rolled to the end of the docket. If you have worked out a negotiated plea ahead of time, you may set your case to a plea docket and have the case removed from the Calendar Call docket.

- **Appearance on Zoom:** Zoom attendance is permitted for Attorneys only. Defendants are expected to appear in person in the courtroom. Attorneys appearing via Zoom must conduct themselves with the same decorum as if physically present in court. Please keep your microphones muted until your case(s) are called and ensure your video is enabled when addressing the Court.