

Judge McHugh conducts hearings in person. All hearings must first be scheduled with the Judicial Assistant before any remote arrangements are made. **Time slots for Judge McHugh can be found by selecting "view timeslots" on the JACS calendar.**

Remote appearances will be allowed if the parties file a joint stipulation signed by BOTH parties and BOTH parties agree to appear remotely. Please do not submit an order granting remote appearance, a stipulation in the file is the only requirement. This stipulation must be filed no later than five (5) days prior to the scheduled hearing. Please see the guidelines for CourtScribes to schedule. These remote appearance rules apply for all hearings scheduled before Judge McHugh including Pre-Trial Conference and Docket Sounding hearings.

COURTSCRIBES REMOTE APPEARANCE FOR ATTORNEYS: Instructions for the Attorneys

Attorneys may schedule a remote appearance with 48 hour advance notice by any one of the following means:

- scheduling online (preferred method) at <https://scheduling.courtscribes.com/>.
- emailing to scheduling@courtscribes.com
- calling (833) SCRIBES (727-4237)

The following information is required:

- Name of party appearing remotely
- Contact information (email and phone)
- Court location
- Judge/department (e.g., family, civil)
- Appearance date/time
- Case name & case number
- Nature of proceeding
- Party being represented

If you do not receive confirmation within 2 hours of placing your order and making payment, call (833) SCRIBES (727-4237) for assistance.

Judge McHugh's Civil Motion Guidelines

These procedures are intended to ensure that all parties and their attorneys have equal access to justice through the organized administration of the courts.

Judge McHugh's Motion Guidelines

ALL HEARING DATES MUST BE COORDINATED. Available Hearing time for Judge McHugh can be found on JACS under the "view time slots" link. Once a hearing date has been selected and **coordinated with opposing counsel**, please contact Judge McHugh's Judicial Assistant, Kathy at 239-533-2775 to schedule the hearing. You must speak with the Judicial Assistant personally to schedule a hearing. **Please do not leave a message requesting the hearing date and time; your hearing will not be scheduled.**

For hearings over 15 minutes up to one hour; these hearings can generally be scheduled in one of the 15 minute time spots provided there is additional time available. Please contact the Judicial Assistant to find out availability.

For hearing time over one hour, a letter must be submitted to Judge McHugh indicating the motions you wish to have heard and the duration of time needed. The motions will either be set by the Court or the case will be set for a docket sounding at which time an extended hearing will be scheduled.

Residential Mortgage Foreclosures

All Pre-judgment motions should be scheduled through the JACS calendar on the **Foreclosure Judge** Calendar.

CIVIL MAGISTRATE

Any discovery motions lasting 15 minutes or more should be scheduled before the Magistrate. Please complete the [Order of Referral to the Magistrate](#) and upload to the E-portal and contact the Magistrate's Office at (239) 533-2583 to schedule your hearing.

Any hearing material that you would like Judge McHugh to review prior to hearings can be e-filed or the documents can be mailed into the office. Judge McHugh does not require copies of any documents that have already been filed.

Note for cases set for Pre-Trial Conference or Docket Sounding

Please be advised that if your case is set for a Pre-Trial Conference or a Docket Sounding **THIS HEARING WILL GO FORWARD UNLESS THE CASE IS DISMISSED EITHER BY ORDER OR VOLUNTARY DISMISSAL. NOTE: The filing of a Notice of Settlement DOES NOT remove the case from Pre-Trial Conference or Docket Sounding.** Remote appearance is permitted at both events provided the instructions for remote appearance have been followed and all parties agree to appear in the same manner.

PROPOSED ORDERS

Beginning July 8, 2020 all orders should be submitted through the E-portal at <https://www.myflcourtaccess.com>

****ALL AGREED ORDERS MUST STATE "AGREED" OR THE ORDER WILL NOT BE CONSIDERED****

Proposed orders submitted after a hearing/trial should be submitted to the portal along with a cover letter after the language of the order has been agreed upon by all parties. If the parties are unable to reach an agreement on the language, competing orders must be submitted via the portal along with a cover letter indicating that the proposed order is contested. All orders are to be submitted no more than ten days after the hearing takes place.

If you are submitting a proposed order or an agreed order on an upcoming court appearance or any other court ordered event, the order must be submitted for the judge's review no later than three business days before the event is scheduled to occur. Orders received outside of this timeframe will not be considered.