

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

IN RE: **STANDING ORDER ON
SPECIALLY SET MOTIONS**

PROBATE DIVISION "IB/IC"

This motion has been specially set for hearing by Court Order and CANNOT BE CANCELED EXCEPT BY FURTHER COURT ORDER.

IT IS THE INTENT OF THIS COURT TO DISPOSE OF THE SUBJECT MATTER OF THE SPECIALLY SET MOTION(S) ON THE DATE AND TIME APPEARING IN THE ORDER.

Accordingly, counsel or pro se litigant must either: (1) be present personally or by telephone conference call (provided all parties are in agreement) at the hearing. To make arrangements for telephone appearance you must contact Court Call at www.courtcall.com or 1-888-882-6878 twenty-four (24) business hours prior to the hearing date; (2) submit a written memorandum in lieu of personal appearance and oral argument with a copy to all parties; or (3) submit an **Agreed Order disposing of all issues addressed in the motion(s) forty-eight (48) business hours PRIOR to the hearing.** The moving party is responsible for having a blank order with stamped, addressed envelopes for all parties at the time of the hearing (if appearing telephonically the order and envelopes must be submitted FIVE (5) DAYS PRIOR to the hearing).

All memoranda, case authority and pleadings pertinent to the Motion **shall** be delivered to the Court and opposing counsel before the hearing (and should designate the date and time of the hearing). **A COPY OF ALL SUBMISSIONS SHALL BE SUBMITTED TO JUDGE LEWIS' CHAMBERS AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE HEARING.** The Motion and Memorandum of the moving party shall not exceed a **total of TEN (10) PAGES**; the response by the opposing party shall not exceed a **total of TEN (10) PAGES**; and a reply, if any, shall not exceed **FIVE (5) PAGES**. The lettering in briefs shall be black and in distinct type, double-spaced, with margins no less than one (1) inch. Computer-generated briefs shall be submitted in either Times New Roman 14-point font or Courier New 12-point font. All pertinent case law, depositions or pleadings in support of the motion submitted to the Court shall have the **pertinent portions highlighted** (preferably in yellow). String citing of cases is discouraged.

NOTE: The Clerk does not accept Memoranda of Law for filing. If you wish your memorandum filed, you must advise the Court and provide the original and a courtesy copy for the Judge.

All **evidence** should be **pre-marked** with the enclosed labels taped securely to the back of each exhibit to be submitted at the time of the hearing (for further divisional instructions see <http://15thcircuit.co.palm-beach.fl.us/web/guest/judges/lewis>).

DONE AND ORDERED at West Palm Beach, Palm Beach County, Florida, on this 30th day of October, 2012.



The 15th Judicial Circuit
Administrative Office of the Court

DIANA LEWIS
Circuit Court Judge