
Emergency Motion Procedures

CM/ECF Cases

- ◆ Local Rule 9004-2 regarding appropriate caption should be followed, as well as the requirement for an accompanying Certificate of Necessity for an Emergency Hearing.
- ◆ The filer is to contact the case manager via telephone that they have filed an emergency motion along with the required Certificate.
- ◆ If the filer receives a voice mail message when the case manager is contacted, the filer needs to follow-up with the Supervisor by telephone to ensure that immediate action is taken.
- ◆ If you fail to reach the case manager or Supervisor by telephone, please contact a member of the Help Desk.

Note: If CM/ECF is not accessible, the filing user will be allowed to fax the complete **emergency** document to the Clerk's office after 4:00 p.m. (EST). The fax should contain proof that the system is not accessible. The Clerk's office will docket the fax as an original.

Orlando Facsimile Telephone Number (407) 648-6051
Jacksonville Facsimile Telephone Number (904) 301-6494
Tampa Facsimile Telephone Number (813) 301-5112