

Instructions for Notice of Hearing (Confidential Records) Form

When should this form be used?

If you have filed a Motion that you want to be heard by a judge, you need to set a hearing before the **judge** and send notice of the **hearing** to the other party or parties in your case and to any affected non-party.

What should I do first?

To set a hearing date and time, you have to make a good-faith effort to coordinate a mutually convenient date and time for you, the other parties in the case, and the judge. **You should first call the office of the assigned judge and obtain hearing dates and times from his/her assistant.** You should then call the attorney for the other party in your case to determine whether they are available on any of the dates and times given to you by the judge's assistant. The final step is to call the judge's office back to confirm the agreed upon date and time.

Preparing the Notice of Hearing:

After the date and time have been confirmed, you should complete the **Notice of Hearing** form, sign it, make copies of it, and e-mail or U.S. mail a copy to the other party and any affected non-party.

This form should be typed or printed in black ink. After completing this form, you should **E-file** the original with the **clerk of the circuit court** in the county where your case was filed. Make copies first to send to the other party and to keep for your records.

What should I do next?

A copy of this form **must** be e-mailed, U.S. mail, **or** hand delivered to the other party and any affected non-party in your case.

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT IN AND
FOR PASCO COUNTY, FLORIDA**

Plaintiff(s),
v. Case No. _____
Division: _____

Defendant(s).
_____ /

Notice of Hearing (Confidential Records) [fill in all blanks]

TO: *{name of other party}* _____

There will be a hearing before Judge *{name}* _____, on
{date} _____, at *{time}* _____ m., in Room _____ of the Courthouse, located at:
{address} _____ on the following issues:

- Motion to Determine Confidentiality of Court Records
- Motion to Determine Confidentiality of Court Records – Special criminal records
- Motion to vacate or unseal court records
- Other: _____.

If this matter is resolved, the moving party must contact the judge’s office to cancel this hearing.

For proceedings before the Courts of Pasco County:

“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 the Pasco County Human Resources Office, 8731 Citizens Drive, Suite 330, New Port Richey, FL 34654, (727) 847-8103 (V) at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”

CERTIFICATE OF SERVICE

I certify that the original was filed with the Clerk of the Circuit Court and that a copy of this document was furnished by Email U.S. mail hand delivery or facsimile to [include all parties and affected non-parties] _____

_____ on _____, 20____.

Signature of Person Requesting Hearing

Printed name _____

Address _____

Phone number _____

Fax number _____

Florida Bar No. _____

Email address _____