

**STATE OF FLORIDA**  
**NINTH JUDICIAL CIRCUIT OF FLORIDA**

CYNTHIA  
MACKINNON  
CIRCUIT JUDGE

ORANGE COUNTY COURTHOUSE  
425 NORTH ORANGE AVENUE  
SUITE 1745  
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ORLANDO, FLORIDA 32802-4934  
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**CIRCUIT CIVIL 39 - COURT SCHEDULE AND GENERAL INFORMATION**

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CHAMBERS:	Suite 1745. Ex parte and most hearings are held in hearing room 1700.02
COURTROOM:	18-B (All trials are held in the courtroom)
ALTERNATES:	Judge Maura T. Smith - Hearing Room 800.02
EX PARTE:	Ex parte is Monday-Thursday at 8:45 a.m. - 9:00 a.m. Uncontested or short matters not involving testimony and lasting 5 minutes or less may be set for ex parte. Obtaining the court file is the responsibility of the attorney setting the hearing. <b>No telephone hearings permitted at ex parte.</b>
TELEPHONE HEARINGS:	Judge Mackinnon allows out-of-town attorneys to appear by telephone if the hearing is set up as a telephone hearing with the JA in advance. Only one party may appear by phone per hearing (unless one of the attorneys sets up a conference call). Attorney should place call to 407-836-2320 at the scheduled time of hearing.
HEARING TIME OF 1 HR. OR MORE	Attorneys will be accommodated for long hearings usually during the non-jury trial period or during the hearing week if time is available.  Judge Mackinnon uses the Judicial Automated Calendaring System. The docket and available hearing times may be viewed online on JACS, Please see JACS section in manual.
HEARINGS:	Hearings are held one week a month. Available hearing times may be viewed on-line at the Judicial Automated Calendaring System (JACS) found at <a href="http://www.ninja9.org">www.ninja9.org</a> . Any hearing time request exceeding one hour must be in writing and approved by Judge Mackinnon. The date and time of hearing must be <b>coordinated and confirmed</b> with opposing counsel and Judicial Assistant. Motions should be filed before being set for hearing. Always provide the Judge a courtesy copy of the notice of hearing and motions to be heard. Memorandums of Law must be received by the Judge at least three business days prior to the hearing. Magistrate James Glatt is available to hear most any motion, except a Motion to Continue or Motion in Limine. Please view Magistrate Glatt's hearing times on JACs, Magistrate Div. 2 Cir. Civ. Confirm hearing times by calling his office at 407-836-2024.

CONTINUANCES: Judge Mackinnon does not automatically grant motions or stipulations for continuance. Please set the matter for a hearing at ex parte with notice to all parties.

WITHDRAWAL OF COUNSEL: Motion to Withdraw as Counsel should be noticed for ex parte with notice to all parties. If there are out of town counsel who wish to attend the hearing by telephone, a regularly scheduled hearing will be set so the attorney may attend by phone. Please include the name and address of the client to whom the pleadings will be sent in the body of the order as well as in the certificate of service.

REHEARINGS: A copy of a Motion for Rehearing should be sent directly to the judge in addition to filing the original motion with the Clerk. The judge will review the motion to determine if a hearing is necessary. If so, the JA will call to coordinate a hearing time. Otherwise, you will receive an order from the court.

JURY/NON-JURY TRIALS: Jury and Non-jury Trials will be heard within a three (3) week trial period. Pretrial conferences are held in Hearing Room 1700.02 on Monday two weeks prior to the beginning of the trial period. **Appearance at the pre-trial conference by telephone is not permitted.** Lead attorneys should be present at the pre-trial conference, or an attorney who is familiar with the case may attend.

SUMMARY JUDGMENT IN FORECLOSURE HEARINGS: Motions for Summary Judgment are held between 9:00 a.m. and 9:15 a.m. Monday through Friday. Out of town attorneys may appear by telephone by following the procedure outlined above for telephone hearings. S/J packages should be **received** by the judge at least one week prior to the scheduled hearing. Financial data as well as the sale date should be in the order. Please provide the original and one copy to be conformed. Plaintiff's firm will be responsible for mailing out the copies of the Orders for Final Judgment of Foreclosure once the firm receives the conformed copy. Local attorneys may schedule these hearings at ex parte.

PROPOSED ORDERS: Stamped, pre-addressed envelopes and a sufficient number of copies for conforming must be provided to the Court for mailing to all parties, including *pro se* litigants. Please **include the date the hearing was held** in the first paragraph of the order, and indicate whether the Order has been agreed to by opposing counsel or whether Opposing counsel will submit his/her own order.

AD LITEM APPOINTMENTS: When submitting a Motion and Order to Appoint GAL to the Court, please fill in the name and GUARDIAN address of the attorney and provide a stamped addressed for the GAL.

Please note: these procedures apply to **Judge Mackinnon** only. It is recommended that you refer to the procedure of each Judge or contact the Judicial Assistant in the division for instructions.