



**United States Bankruptcy Court**  
Middle District Of Florida  
Sam M. Gibbons United States Courthouse  
801 North Florida Avenue  
Tampa, Florida 33602

## MEMORANDUM

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To: Litigants and counsel appearing in Courtroom 8B

From: Denise Garcia, Courtroom Administrator

Re: Practice Tips

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Call me (813-301-5083) when a matter is settled so that Chambers staff and the Judge can work on preparing for something else.

Mark your exhibits in advance in compliance with M.D.Fla. L.B.R. 9070-1. It makes the trial run more smoothly and aids me tremendously. I have plenty of the court's standard exhibit tags if you need them.

Speak clearly and slowly when making your appearance so that we record your name correctly on proceeding memos. If you have an unusual name, please spell it for the record.

Settlement and social conversations in the courtroom's well and gallery areas may be distracting to all seated at the bench, which may cause one of us to miss something. Also, digital recording equipment may sometimes pick up remote conversations, which can cause problems in generating accurate transcripts. Therefore, **while the Court is in session and you are waiting for your case to be called, please hold your settlement discussions outside the courtroom so as not to interfere with another's hearing.**

When drafting proposed orders, please include both the hearing date and time in the preamble. That information allows us to look up our proceeding notes most efficiently.