

TO SCHEDULE A HEARING

(Hearings may be heard by Zoom with written Motion or In-Person. No telephonic hearings)

- File Motion through the Florida Court E-Portal
- Be sure the Motion is viewable on the Charlotte County Clerk's site <http://courtswebint.clerk.net/> **BEFORE** you request hearing time.
- Email the Judicial Assistant, Reena, at rbozich@ca.cjis20.org to obtain available hearings dates.

When requesting a hearing date, please be sure to include the following information:

- ① Case Type (i.e. Civil, Small Claims, etc.)
- ② Case Number
- ③ Case Names
- ④ Motion to be heard
- ⑤ Amount of time you require

- Once you receive available dates from the Judicial Assistant, Reena, coordinate a mutually agreed upon date with opposing counsel/party.
- Email Reena to confirm the agreed upon hearing date/time is still available.
- Upon confirmation, the party who requested the hearing is responsible for filing a Notice of Hearing. The Notice should include a clear description of the motion scheduled, case number, date and time of the hearing.
- **Service of the Motion and Notice of Hearing on the opposing party is YOUR responsibility.**

PRO SE PARTIES: “Pro Se” means you are acting as your own Attorney. Acting as your own Attorney makes you responsible for everything that involves your case file including, but not limited to, obtaining hearing dates, preparing your own documents, and ensuring proper service upon the opposing party(ies). The Clerk's office and the Judicial Assistant are unable to provide legal advice to you which includes what documents must be filed, how they are filed and the order they are filed. If further assistance is required, you should consult with an Attorney.

REQUESTING ACTION OR RELIEF FROM THE COURT (MOTIONS) WARNING: It is improper to attempt to communicate with the Court (or the JA) without the other party(ies) being copied/included on the communication. The proper term for such improper private communication is *ex parte* communication. For these reasons, all rules are very important, and must be strictly followed.