IN THE CIRCUIT COURT OF THE TWENTIETH JUDICIAL CIRCUIT

CHARLOTTE COUNTY, FLORIDA DOMESTIC RELATIONS ACTION

,

 Petitioner,

and Case. No.:

,

 Respondent.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

**ORDER OF REFERRAL TO GENERAL MAGISTRATE AND NOTICE OF HEARING**

 THIS CAUSE is referred to **General Magistrate, Robert F. Koch,** Domestic Relations, Twentieth Judicial Circuit, for further proceedings pursuant to Rule 12.490 of the *Florida Family Law Rules of Procedure* and current administrative orders of the Court on the following issues:

**[FILL IN SPECIFIC MOTION(S)/MATTER(S) BEING HEARING]**

and any other matter related thereto.

**HEARING PLACE AND TIME**

 The hearing before the General Magistrate on these issues shall be held on:

**[DATE]** at **[TIME]** at the Charlotte County Justice Center, 350 East Marion Avenue, Punta Gorda, Florida. **[LENGTH OF HEARING]** have been reserved for this hearing. Refer to the information monitor screen in the lobby to find out in which courtroom the hearing will be conducted.

**THIS IS AN IN PERSON PROCEEDING.**

PLEASE GOVERN YOURSELF ACCORDINGLY.

 The General Magistrate is authorized to administer oaths and conduct hearings, as may be deemed necessary, which may include the taking of evidence. As soon as practicable, the General Magistrate shall file a Report and Recommendation, that contains findings of fact, conclusions of law, and the name of the court reporter if any.

 If required by the General Magistrate, the attorneys shall prepare the Recommended Order of General Magistrate. Failure to submit said Recommended Order of General Magistrate in a timely manner may result in sanctions being imposed by the presiding Circuit Court Judge.

**A REFERRAL TO A GENERAL MAGISTRATE REQUIRES THE CONSENT OF ALL PARTIES. YOU ARE ENTITELED TO HAVE THIS MATTER HEARD BEFORE A JUDGE. IF YOU DO NOT WANT TO HAVE THIS MATTER HEARD BEFORE THE GENERAL MAGISTRATE, YOU MUST FILE A WRITTEN OBJECTION TO THE REFERRAL WITHIN 10 DAYS OF THE TIME OF SERVICE OF THIS ORDER. IF THE TIME EST FOR THE HEARING IS LESS THAN 10 DAYS AFTER THE SERVICE OF THIS ORDER, THE OBJECTION MUST BE FILED BEFORE COMMENCEMENT OF THE HEARING. IF THIS ORDER IS SERVED WITHIN THE FIRST 20 DAYS AFTER SERVICE OF PROCESS, THE TIME TO FILE AN OBJECTION IS EXTENDED TO THE TIME WITHIN WHICH A RESPONSIVE PLEADING IS DUE. FAILURE TO FILE A WRITTEN OBJECTION WITHIN THE APPLICABLE TIME PERIOD IS DEEMED TO BE A CONSENT TO THE REFERRAL.**

 If either party files a timely objection, this matter shall be returned to the undersigned judge with a notice stating the amount of time needed for hearing.

**REIVEW OF THE RECOMMENDED ORDER MADE BY THE GENERAL MAGISTRATE MUST BE BY A MOTION TO VACATE AS PROVIDED IN RULE 12.490(e), *FLORIDA FAMILY LAW RULES OF PROCEDURE*. A RECORD, WHICH INCLUDES A TRANSCRIPT OF PROCEEDINGS, IS REQUIRED TO SUPPORT THE MOTION TO VACATE, UNLESS WAIVED BY ORDER OF THE COURT PRIOR TO ANY HEARING ON THE MOTION TO VACATE.**

 You are advised that in this circuit electronic recording is provided by the court. A party may provide a court reporter at that party’s expense.

**SHOULD YOU WISH TO SEEK REVIEW OF THE RECOMMENDED ORDER MADE BY THE GENERAL MAGISTRATE, YOU MUST FILE A MOTION TO VACATE IN ACCORDANCE WITH RULE 12.490(e), *FLORIDA FAMILY LAW RULES OF PROCEDURE*. YOU WILL BE REQUIRED TO PROVIDE THE COURT WITH A RECORD SUFFICIENT TO SUPPORT YOUR MOTION TO VACATE OR YOUR MOTION WILL BE DENIED. A RECORD ORDINARILY INCLUDES A WRITTEN TRANSCRIPT OF ALL RELEVANT PROCEEDINGS UNLESS WAIVED BY ORDER OF THE COURT PRIOR TO ANY HEARING ON THE MOTION TO VACATE. THE PERSON SEEKING REVIEW MUST HAVE THE TRANSCRIPT PREPARED FOR THE COURT’S REVIEW.**

 If you are represented by an attorney or plan to retain and attorney for this matter you should notify the attorney of this hearing.

 **If this matter is resolved, the moving party shall contact the General Magistrate’s office to cancel this hearing.**

 DONE AND ORDERED in Chambers, at Punta Gorda, Charlotte County, Florida.

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 MARY C. EVANS, CIRCUIT COURT JUDGE

Service List:

[**John Doe, Esq. <johndoe@court.com.**

**Jane Smith**

**123 Elm Street**

**Anywhere, FL 12345**]

Proper dress is required. Shorts, tank or halter tops, undershirts, and individuals wearing caps or hats are forbidden. The judges have the authority to ban persons not appropriately dressed from participating in the proceedings.

**AMERICANS WITH DISABILITIES ACT**

**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 provisions of certain assistance. Please contact Jon Embury, Administrative Services Manager, whose office is located at 350 E. Marion Avenue, Punta Gorda, Florida 33950, and whose telephone number is (941) 637-2112, 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.**

**[PLEASE REMOVE ANY RED DIRECTIVES BEFORE SUBMITTING**

**AND REVIEW FORMATTING TO FIX ANY ODD, NATURAL PAGE BREAKS BY ADDING OR REMOVING ANY UNECESSARY SPACES OR HARD RETURNS.]**