

JUDGE GEOFFREY H. GENTILE
CIRCUIT CIVIL DIVISION

Judicial Assistant: Kimberly
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All scheduled hearings will be conducted in Judge Gentile's virtual courtroom. Hearings will be conducted through video and telephone. Judge Gentile's virtual courtroom can be accessed here:

[Judge Gentile's Zoom Instructions](#)

PLEASE BE ADVISED that counsel and unrepresented parties shall follow Administrative Order No. 2.40 regarding the introduction and management of evidence in remote hearings for all evidentiary hearings and non-jury trials: https://www.ca.cjis20.org/pdf/ao/ao_2_40.pdf

GENERAL RULES/REQUIREMENTS

Electronic Submission of Documents and General Procedures

ALL PROPOSED ORDERS MUST BE ELECTRONICALLY SUBMITTED. THE PROCEDURES CAN BE VIEWED:

<https://www.ca.cjis20.org/pdf/Charlotte/ElectronicSubmissionGeneralProceduresCIVIL.pdf>

The Local Rules and Standards of Professionalism Regarding Motions are strictly enforced. Any motions not in full compliance with these rules may not be heard.

Residential Foreclosure

All residential foreclosure matters are scheduled before Judge Gentile.

To schedule a MOTION HEARING refer to the instructions below for "Scheduling Hearings".

To schedule a NON-JURY TRIAL **after** the filing of a Notice for Trial refer to the instructions below "Scheduling Hearings" to reserve the date and time. The party scheduling the trial must prepare the order setting the non-jury trial by submitting to the "Court the Order Setting Residential Foreclosure Non-Jury Trial" available on "Judge Gentile's Download" at: https://www.ca.cjis20.org/About-The-Court/jud_profile.aspx?judge=gentile Email the proposed order to kdenatale@ca.cjis20.org. For purposes of conforming the order, in cases where an unrepresented party or interested person have not designated an e-mail address pursuant to the Rule, party sending proposed order must include in their email the USPS addresses. The Court will mail the copies, do not send envelopes.

Trials

Judge Gentile's Trial periods can be viewed at:

<https://www.ca.cjis20.org/pdf/Charlotte/2024CivilTrialDates.pdf>

Judge Gentile's Jury Trial courtroom procedures can be viewed at:

<https://www.ca.cjis20.org/pdf/Charlotte/COURTROOMTRIALPROCEDURE.pdf>

Scheduling Hearings

Motions **must** be filed with the Clerk of Court before scheduling a hearing.

Due to an increase in Circuit Civil cases, motions should be heard by the General Magistrate with the exception of Jury Trials and any motion filed after the Pretrial Conference. Refer to Magistrate Koch's procedure for scheduling a hearing at:

<https://www.ca.cjis20.org/pdf/Charlotte/MagistrateKochJACSPcedure.pdf>.

To schedule a hearing before Judge Gentile **after** a motion has been filed in a case:

- View available dates and time on JACS at <https://www.ca.cjis20.org/jacsattCharlotte/AvailableSlotFrame.asp>;
- Coordinate hearing time with the opposing counsel;
- Once you have coordinated with opposing counsel, send an e-mail to the Judicial Assistant, Kim, at Kdenatale@ca.cjis20.org (e-mail is the preferred method of scheduling) including the following information:
 - ✓ Case Style
 - ✓ Case number
 - ✓ the motion (s) to be heard
 - ✓ the amount of time to be reserved
- File a Notice of Hearing **after** you have received a confirmation e-mail from the Judicial Assistant. The Notice of Hearing **must** include:
 - ✓ the motion(s) to be heard
 - ✓ date the motion(s) were filed in the case
 - ✓ hearing date and time

Please contact the Judicial Assistant. Kim, at Kdenatale@ca.cjis20.org if you have any questions