

JUDGE REICHLING'S REQUIREMENTS AND PROCEDURES

PROFESSIONALISM AND CIVILITY REQUIRED IN ALL CASES:

In accordance with the direction from the Florida Supreme Court, this Court shall require professionalism and civility from the litigants in all cases. Lawyers must adhere at all times to the Florida Rules of Professional Conduct and the Oath of Admission to practice law in the State of Florida. Self-Represented parties must follow the same rules, procedures and laws that lawyers must follow in court. Self-represented parties are not entitled to any special treatment merely because they are not represented by counsel. Everyone in the courtroom is expected to conduct themselves with civility as to everyone else. The Court shall not tolerate the failure to adhere to the standards and sanctions may be imposed as well as referral to appropriate disciplinary authorities if necessary.

Local Rules and Standards of Professionalism:

All attorneys and *Pro Se* litigants must follow the Local Rules and Twentieth Judicial Circuit's Standards of Professionalism, which are available at www.ca.cjis20.org/pdf/ao/ao_2_20.pdf.

Unprofessional conduct before the Court will be handled by the Court, including referrals to the local Professional Committee or the Florida Bar.

INFORMATION FOR SELF-REPRESENTED (PRO SE) PARTIES:

Judges and the Judicial Assistants may not give legal advice, including any advice or direction regarding the preparation of court documents. Judges may not have any one-sided communication with any party. Requests to speak privately with the Judge will be refused as required by the ethical canons. Do not send letters directly to the Judge. Judges and the Judicial Assistants must remain neutral and impartial. A party without a lawyer is not entitled to special treatment and must follow the same rules or procedures, rules of evidence and laws that govern lawyers. Self-Represented/Pro Se Parties may visit the office of Lee County Family Court Services, 1700 Monroe Street, 3rd Floor, Fort Myers, FL 33901 or call 239-533-2747 for assistance in family law matters. Individuals are advised that Family Court Services staff does not represent them in their case and legal advice cannot be given. Self-Represented litigants must follow the Twentieth Judicial Circuit's rules for Self- Represented/Pro Se parties, which are available at: <https://www.ca.cjis20.org/Programs/Family-Court-Services/prose.aspx>

SUBMITTING ORDERS:

ALL PROPOSED FINAL JUDGMENTS/ORDERS ARE TO BE SUBMITTED VIA THE E-PORTAL. Additional instructions can be found below.

COMMUNICATION WITH THE COURT:

Telephone:

Please review these *Requirements and Procedures* before contacting the Judicial Assistant at 239-533-2500 to avoid unnecessary questions. Self-Represented litigants must follow the Twentieth Judicial Circuit's rules for Self-Represented/Pro Se parties, which are available at:

<https://www.ca.cjis20.org/Programs/Family-Court-Services/prose.aspx>

Correspondence:

All e-mails shall comply with the rules regarding *ex parte* communications. *Pro Se* litigants should only email with the Court's or the Judicial Assistant's permission. *Pro Se* litigants must follow the Twentieth Judicial Circuit's rules for *Pro Se* parties, which are available at: [Pro Se Litigant](#). Additional information can be found at: [Pro Se Procedures](#).

Ex parte Correspondence:

The Judge's office cannot read *ex parte* communication. The code of judicial ethics prohibits a Judge from receiving and acting on *ex parte* communications from any party. A Judge is also precluded from providing legal advice, or assisting a party in the initiation of a legal proceeding. All matters concerning a case that require judicial action must be presented in a properly filed petition or motion and scheduled for a trial or hearing before the court, with notice to all parties, so that all parties may have an opportunity to be present and heard. If you require legal assistance and advice you should consult an attorney. Please ensure that all submissions to the Judge's office are copied to all parties or counsel of record and indicated by a certificate of service in the address block (to:) or "cc" in the e-mail.

Unsolicited Communications:

Unsolicited communications from non-parties will **not** be reviewed by the Court.

Inquiries About Cases:

Before contacting the Judicial Assistant about the status of a case or pending order, attorneys and their staff should consult the Clerk of Court's record. You can view the Clerk's website at www.leeclerk.org.

Mailing Address and Location:

Honorable Trent Reichling, Lee County Justice Center, 1700 Monroe Street, Ft. Myers, FL 33901. Our office is located on the 4th floor. Our assigned courtroom is Courtroom 4-I.

SCHEDULING HEARINGS:

After you have reviewed all of the procedures below, please visit JACS to view available time slots. [Judicial Automated Calendaring System](#) You can view and coordinate hearings that are **3 hours or less**.

File Motions:

All motions must be filed with the Clerk prior to requesting hearing time. The motion must be visible in the electronic file, prior to requesting hearing time. Do not email to reserve a hearing time until the motion has been scanned into the file and appears in the Clerk of Court's electronic file.

Domestic Violence/Injunction Cases:

The cases are NOT to be scheduled on Judge Reichling's calendar. You will need to contact the Domestic Violence office at 239-533-2884, DVI@ca.cjis20.org or visit their office at the Clerk of Court in person on the 1st floor of the Lee County Justice Center. All correspondence, pleadings and/or questions relating to an Injunction case should be directed to the DV Office and **NOT** to the Judge's Office.

Emergency, Expedited or Urgent Motions:

All Emergency, Expedited or Urgent motions must first be filed and viewable with the Clerk's online filing system. A copy of the motion and a cover letter must be provided to the Court and the opposing

party shall be copied with the documents (unless the motion is a lawfully authorized ex-parte motion). The Judge will review the motion to determine if there is an emergency. If so, the Judge will decide how to address the emergency with an order to show cause, expedited hearing time, or other appropriate relief. If there is no emergency, hearing time in the ordinary course will be given. All emergency motions must be sworn to and signed by the party. If emergency motion relates to a children's issue, a UCCJEA affidavit must accompany the motion. **Please review the article regarding emergency motions, available on this website prior to filing said motions.**

Motions for Relocation:

Relocation hearing requests are time sensitive. When a Motion for Relocation is filed, counsel must simultaneously provide a copy of the motion to the Court and contact the Judge's office for hearing time. Requests must be timely made if statutory hearing time is requested.

Motions for Temporary Relief:

Prior to setting a Motion for Temporary Relief, the parties must attend a 45 minute case management conference. Parties must comply with Florida Family Law Rule 12.285 prior to setting a case management on their Motion for Temporary Relief. The parties have the option to attend mediation to address their motion instead of a 45 minute case management conference. Please contact the Lee County Mediation Office at L2@ca.cjis20.org or 239-533-3353 should you wish to schedule mediation.

Post Judgment Motions:

All post judgment motions must be mediated before a request for hearing time is made. The exceptions are Motions for Rehearing, Motions for Clarification, and Motions for Attorney's Fees, if previously reserved by the Court.

Motions for Rehearing or Reconsideration:

All motions for Rehearing, Reconsideration, Clarification, or for a New Trial must be filed in compliance with Rule 12.530 Fla. Fam. L.R.P. The moving party must file the original motion with the Clerk, provide a copy to opposing counsel and the Court by email. The Court may direct opposing counsel to file a written response. After reviewing the motion and response, the Court will determine whether a hearing is necessary. The motion and response must contain the entire argument and all authority in the event the Court does not set a hearing.

Motions to be heard by Magistrate:

In the absence of an Objection to Referral to Magistrate on file, any or all Family Law matters may be referred to the magistrate by an Order of Referral to the Magistrate, except Domestic Violence, Dependency Adjudication, and Chapter 39 Termination of Parental Rights. Parties are encouraged to schedule hearings before a Magistrate. Generally, evidentiary hearings can be heard by the magistrate at an earlier date than if the matter is heard by the Judge

No motion for referral is required, though the moving party must submit an *Order of Referral to the Magistrate* that specifically sets forth the Issues to be addressed. "Blanket" referrals will not be accepted. *Orders of Referral to the Magistrate* may be found on the Circuit's website on the [Lee County Magistrate Downloads](#). Please click the following [link for Matters referred to the Magistrate](#).

Before submitting an Order of Referral to Judge Reichling's office, the moving party should confirm that the opposing party will consent to the use of a magistrate for that motion or hearing. While parties may object to proceedings occurring before a Magistrate at any time up to the beginning of said proceedings, failure to obtain prior agreement to using the Magistrate or last-minute withdrawal of such agreement, may be grounds for the assessment of fees and costs.

When submitting the proposed Order of Referral, the cover letter to Judge Reichling shall state whether the opposing party consents to the magistrate hearing the matter.

DO NOT SET A HEARING WITH THE MAGISTRATE UNTIL THE ORDER OF REFERRAL HAS BEEN ENTERED BY THE COURT.

Our assigned Magistrate is Magistrate Christopher Whitney. A form of the Order of Referral is available on this webpage. Please prepare an Order of Referral and add mrose@ca.cjis20.org to the Electronic Service List. Once the Order of Referral has been approved by the Court, the Magistrate's assistant will assist with scheduling the hearing. If a party files a written objection to the referral to a magistrate prior to the hearing, the hearing should be reset on Judge Reichling's calendar.

DEPARTMENT OF REVENUE (DOR) CHILD SUPPORT ENFORCEMENT:

DOR Child Support Hearing Officers: Matthew Henry and Howard Atkin

Please direct all inquiries regarding Department of Revenue (DOR) Child Support Enforcement cases, including but not limited to: telephonic hearing requests, Supplemental Petitions for Modifications of Child Support, motions in need of a hearing and already scheduled hearings to DOR Child Support Hearing Officers: Matthew Henry and Howard Atkin at 239-533-3322.

VIEWING AVAILABLE HEARING TIMES ON JACS

Hearings are limited to the time reserved. The parties opposing the motion are entitled to equal time. Accordingly, the party reserving and scheduling the hearing shall confer with opposing counsel and agree to the actual time requested.

Please visit JACS to view available time slots. [Judicial Automated Calendaring System](#)

You can view and coordinate hearings that are **3 hours or less**. Once your date and time has been coordinated and approved by all counsel/parties, you will need to submit your request to reserve your hearing time to DivisionNHearings@ca.cjis20.org.

- For all 30 minute hearings, please view JACS and look for **two** 15 minute spots that are back to back on the same date.
- For all 45 minute hearings, please view JACS and look for **three** 15 minutes spots that are back to back on the same date, once the date and time has been coordinated.
- For a two hour hearing, please view JACS to look for **two** back to back 1 hour time slots.
- For a three hour hearing, please view JACS to look for **three** back to back 1 hour time slots.
- All hearing requests for hearing time that requires **four hours** or longer will need to be submitted by email to DivisionNHearings@ca.cjis20.org.

Hearings 45 minutes or less are currently being held remotely via ZOOM, unless the court orders

otherwise.

Judge Trent Reichling Zoom Information

Join Zoom Meeting <https://zoom.us/j/9244755405?omn=93607453281>

Meeting ID: **924 475 5405**

One tap mobile

+17866351003,,9244755405# US (Miami)

+14702509358,,9244755405# US (Atlanta)

ALL hearings for one hour or longer are IN-PERSON unless the court orders otherwise.

All IN-PERSON Hearings will be held in Courtroom 4-I, at the Lee County Justice Center, 1700 Monroe Street, Fort Myers, FL 33901.

Reserving Hearings:

After your date and time has been coordinated and agreed to by all parties, please email the Judicial Assistant at DivisionNHearings@ca.cjis20.org. Hearing requests must include the case number, parties' names, pending motion(s) and date the motion(s) was/were filed and the length of hearing time requested. Please reference the case number and time requested in your subject line. **Please be advised you need to include the other party/counsel in your emails to this office.**

No Piggy-Backs, Cross Notices, or Substitutions or Adding of Motions. Once a motion has been set for hearing, additional motions may not be "crossed-noticed", "piggy-backed" or substituted during the time reserved for the original motion without express consent of opposing counsel and the Court. *The scheduling party should be contacted for consent before seeking the Court's approval to add additional motions.*

Zoom/Remote Attendance:

The following procedure is required for attendance by remote means at a hearing that is one hour or longer:

- File a motion or stipulation.
- Set your motion for hearing well in advance of the hearing, if disputed.
- If the parties enter into a stipulation, file the original and submit a proposed order to the court for judicial review and consideration.
- The Court initiates the Zoom/remote hearing when ready. The Notice of Hearing must indicate the hearing will take place remotely and must list the Zoom information.
- If the hearing is an evidentiary hearing, a party appearing remotely must have a notary public present with them to identify them (photo I.D. required) and place them under oath.

See Florida Rules of Judicial Administration 2.530

Notice of Hearing:

A Notice of Hearing must be filed after reserving hearing time through the Judicial Assistant. The Notice must conform to the Twentieth Judicial Circuit's Standards of Professionalism. Please reference the date the pending motion was filed with the Clerk.

ADMINISTRATIVE ORDER 2.40 AND MANAGEMENT OF EVIDENCE IN REMOTE HEARINGS:

For any remote hearings, the parties shall follow the requirements of Administrative Order No. 2.40, a copy of which is available on this website. [ao_2_40.pdf](#)

CHILD TESTIMONY:

Testimony from children is not permitted unless the Court grants permission after a hearing on a Motion to Allow Child Testimony. The Court will not automatically honor stipulations for a child to testify in Court. DO NOT bring children to the Courthouse without prior approval by the Court or allow them to be present during any remote appearances. See Fla R. Fam P. 12.407

Canceling Hearings:

Please notify the Court of cancelations as soon as possible to make that time available for other hearings. A Notice of Cancellation of Hearing must be filed with the Clerk and a courtesy copy of the Notice provided to the Judicial Assistant via email. Your hearing will not be cancelled on the judge's docket until the Judicial Assistant is in receipt of the courtesy copy.

COURTROOM ETIQUETTE (WHETHER IN PERSON OR VIRTUAL):

All counsel, parties, witnesses and other person in the courtroom shall comply with the Standards of Courtroom Decorum as set forth in the Administrative Order No. 2.13, which may be found online at [AO 2.13 PDF](#)

The following standards apply:

- Parties/attorneys argue to the Court, not with each other.
- Cell phones must be turned off before entering the courtroom.
- No recording of any kind is permitted in the courtroom at any time.
- No talking during proceedings.
- No chewing of gum or tobacco.
- No electronic cigarettes.
- No shorts or beachwear.
- No hats or sunglasses.
- No children in the courtroom without prior Court approval.
- Attorneys and litigants are expected to arrive on time and be ready to address their case(s).
- Cell phones may only be used in Court with the Court's permission (e.g., attorneys checking their calendars). The bailiff will confiscate cell phones used without the Court's permission.

PARENTING CERTIFICATES:

Both parties are required under Florida Statute 61.21 to attend and complete a 4 hour DCF approved Parent Stabilization Course which is required when any timesharing/parental responsibility is being sought by court Order. For Division N cases, the course may be taken only in person. Each parent is required to file their respective Certificate of completion with the court. This includes paternity actions.

NOTICE OF RELATED CASES FOR FAMILY LAW DIVISION:

Petitioners in any family case are required to file a Notice of Related Cases pursuant to Rule 2.545(d), Rules of Judicial Administration. Related cases should be assigned to one judge or will otherwise be coordinated in order to conserve judicial resources and to promote an efficient determination of the actions. Family cases include dissolution of marriage, dependency, delinquency, injunctions and all other cases identified in Rule 2.545(d)(2). All parties have a continuing duty to disclose any related proceeding in this state or any other jurisdiction.

CASE MANAGEMENT:

Case Management is utilized for the facilitation and progression of the cases. Parties are required to attend and participate in the Case Management process.

Substitution of Counsel:

Pursuant to Fla.R.Jud.Admin. 2.505(f)(2), stipulations for substitution of counsel must be signed by both attorneys and the client.

Motions for Withdrawal of Counsel:

Pursuant to Fla.R.Jud.Admin. 2.505(f)(1), motions to withdraw must be set for hearing with notice to all parties including the client and opposing counsel. In lieu of a hearing, the moving attorney may submit the following to the Court:

- a cover letter advising the Court that opposing counsel has been contacted and has no objection to the motion to withdraw; AND
- a stipulation to withdraw signed by both the attorney and the client; AND
- a proposed order allowing the withdrawal which must include the physical address where the client may be served at a later date (no post office boxes), email address and phone number.

Motions to Continue:

All Motions must be in writing. It must also include a specific reason for the continuance and absent good cause, shall be signed by the party. Trial continuances WILL NOT be heard at Docket Sounding. They must be scheduled for a hearing or a Stipulation must be entered into on which signatures of both legal counsel AND their clients are required. **See Rule 12.460 Fla. Fam. L.R.P. and Florida Rule of Judicial Administration 2.545(e).**

Motions/Stipulations to Abate:

If you are seeking an Abatement by way of motion or stipulation, the Court requires that you state the reason for such request in your motion or stipulation. The Court requires a hearing for a proposed Abatement greater than 90 days.

E-PORTAL FILING:

To ensure a quick response to your proposed Orders/Judgments in the E-portal, make sure that in each case, you have included all parties with their email addresses in the E-portal electronic service list. When submitting Orders or Final Judgments through the E-portal, for judicial review, ALWAYS submit a cover letter (with any attachments, i.e. stipulations and/or motions concerning the order/judgment) and separately send the Order/Judgment.

For each submission, use the Case Style and Case No. as well as indicating whether it is a cover letter, order or judgment.

If a hearing or trial has been held regarding the Order/Judgment, please include that fact and the hearing/trial date in the cover letter. Make sure each cover letter and order/judgment has a case number.

Submit all Orders and Judgments with a complete Certificate of Service. It is recommended that you use all email addresses, however, if you do not have an email address, include the full physical address including zip code in the Certificate of Service. If addresses are not provided, the submitting party will be required to serve a copy of the Order, by regular mail, to all parties not receiving service of court filings through the Florida Courts e-Filing Portal, and shall file a certificate of service in the court file.

SUBMITTING PROPOSED FINAL JUDGMENTS/ORDERS VIA THE E-PORTAL:

Following a hearing, the Court may ask the prevailing party to submit a proposed order through the Court's E-portal. Proposed orders must be in Word format, accompanied by a cover letter, with opposing party copied in your cover letter. Attaching documents/exhibits is the responsibility of the attorney submitting the order so that the order with attachments is sent to the portal as one comprehensive document or instrument.

Please do not submit a proposed order until all parties have reviewed and approved the proposed order. When submitting a proposed order to the Court, it must be accompanied by a cover letter and the accompanying cover letter should cite the hearing date and state that all counsel have approved the order. If the parties disagree, the points of disagreement should be set forth in detail. Please do not send proposed orders that have not been reviewed by opposing counsel with a request for the Court to hold an order. The Court will **not** hold orders for a period of time in order to obtain approval from opposing counsel.

Following a hearing or a trial, the Court may ask counsel to submit a proposed order to the Judicial Assistant electronically, in a modifiable format. Please provide the order in *WORD format* to allow for editing. Please ensure opposing counsel is copied in your email when submitting your proposed order to the Court. **This is the only time a proposed order should be emailed to the Court. All other orders should be submitted through the E-portal.**

After the Completion of Trials:

At the completion of a trial, the Court shall endeavor to make an oral ruling on the main points litigated before the case is adjourned. The Court will then direct the prevailing party to prepare a proposed order consistent with the oral ruling. The Court reserves the right to change or add to any of the terms of the oral ruling in the final written judgment/order. If the Court is not able to provide an oral ruling after the completion of the trial and before adjuring the case, the Court will take the matter under advisement and may direct the lawyers to submit their desired proposed judgment to the JA in word format. All proposed judgments and orders must be provided to opposing counsel prior to submittal to the Court. If opposing counsel refuses to cooperate or does not agree or stipulate to the form or content of the judgment/order, please advise the Judge in writing.

All cases that have not been to trial should submit their proposed Final Judgment with a cover letter to the E-portal and follow the requirements as stated in this section. **Please note: all proposed orders and Final Judgments submitted through the E-portal for review must contain the certificate of service with all parties names and email addresses for service. If there is not an email address on the record for a party, then your order must contain the party's name and current mailing address. If this information is not listed, you will be responsible for providing service of the signed order to the parties not listed.**

INCOME WITHHOLDING ORDERS/IDO FOR THE COURT'S CONSIDERATION Please submit your IWO/IDO through the E-portal with a cover letter. Your cover letter should specifically indicate *the Order or Final Judgment and its date of filing that your proposed IWO/IDO is generated from. Please indicate the page number and/or paragraph within the Order/Final Judgment for the Court to make reference to your proposed IWO/IDO.* It is the responsibility of the receiving party to ensure the Obligor's employer receives a copy of the Withholding Order pursuant to Statute.

EX PARTE ORDERS:

An ex parte order is one that is entered without notice to the opposing party and without an opportunity to the opposing party to be heard before the order is entered. In most cases, an ex parte order may violate due process of law, and orders that violate due process are void, unenforceable, and a nullity. Nevertheless, the law does allow ex parte orders in some situations, e.g., F.S. §741.30(5)(a), which allows an ex parte injunction to be entered for protection against domestic violence. Motions for an ex parte order must contain specific citations to the legal authority that gives the judge the authority to enter an ex parte order in the situation alleged in the motion. Without such legal citations, ex parte relief may be denied. Strict compliance with Rule 1.610, Rules of Civil Procedure, is required.

NOTICE FOR TRIAL:

Mediation must be completed and a Mediation Report of impasse filed with the Clerk before counsel can submit a Notice for Trial. The mediator's report must be on file indicating a partial or full impasse- mediation must have occurred within six (6) months or the parties must remediate prior to trial. The Notice for Trial must comply with Family Law Rule 12.440 and Florida Rule of Civil Procedure 1.440 and describe: the type of case to be tried, the specific issues to be tried and the total time it will take parties to present their case. The original should be filed with the Clerk and a hard copy of the Notice for Trial and the Mediator's Report must be provided to the judge and case manager's office.

Once your case is scheduled for trial, it is the responsibility of the lawyers and any pro se litigants to keep the Judge's office informed as to the progress and status of the case. The Court hereby requires the parties/lawyers to immediately inform the Court's Judicial Assistant when a case is settled or otherwise to be disposed of without the need for the trial. In general, the sooner you prepare your case for trial, the sooner you will be assigned a trial date.

Once placed on a trial docket, the Court shall attempt to adhere to the published schedule in the trial order. However, the Court always reserves the power to change the published schedule in order to address competing priorities for the Court's trial availability. Counsel should have their calendar

available at the time of the Docket Sounding.

PRE-TRIAL/TRIAL REQUIRMENTS:

Mandatory Meeting Before Trial:

The attorneys for the parties are directed to meet together by agreement, initiated by counsel for the Petitioner, no later than 15 days before trial to:

1. Identify all exhibits and prepare a chronological exhibit list for use by the clerk and the Court at trial (actual exhibits and documentary evidence shall be available at this time).
2. Identify and prepare a list of documents, facts, or other items as provided in F.S. 90.201, 90.202 and/or 90.203 which will be the subject of a request for judicial notice for use by the clerk and the Court at trial (any document which is subject of a request for judicial notice shall be available for inspection at this time).
3. Agree to admit or not admit evidence and list specific objections, if any.
4. Stipulate to matters (including documents) of which the Court should take judicial notice as provided in F.S. 90.201, 90.202 and/or 90.203.
5. Stipulate to any matter of fact or law about which there is no issue in order to avoid unnecessary proof, i.e., chain of custody or records custodian.
6. Review all depositions which are to be offered for any purpose other than impeachment to resolve objections to the portions to be offered in evidence.
7. Discuss the possibility of settlement.
8. Discuss and complete any other matters which may simplify the issues or aid in the speedy and efficient disposition of this action at trial.

Updated Financial Affidavits:

Updated Financial Affidavits must be filed no later than 15 days prior to trial.

Exhibits:

- a. Must be bound in advance of trial to avoid loss of parts or pages.
- b. Number of Exhibit copies: 4; a copy to be filed with the Clerk, a courtesy copy for the Court to use for notations and a copy for each party.
- c. Exhibits should be marked for identification BEFORE the trial to save valuable Court time.
- d. Your courtesy copy for the Court must be in paper format. Do not email your exhibits to the Judicial Assistant as we are unable to produce them in paper format. You must mail or hand-deliver the Court's copy at least 5 business days in advance of a hearing or trial.

STEPPARENT ADOPTIONS/ADOPTIONS OF ADULT:

To obtain Florida approved family law forms visit the Florida Court Self Help website at: www.flcourts.org or for assistance with filing the proper forms, you may visit the Office of Family Court Services, 3rd floor, Lee County Justice Center, 1700 Monroe Street, Fort Myers, FL 33901.

Please note: The Court requires a copy of the minor child(ren)'s or adult 's certified birth certificate to be filed in *every* adoption case. The Court requires a hearing for all Petitions for Adoptions- this includes uncontested Stepparent Adoptions.

TEMPORARY CUSTODY OF MINOR CHILD(REN) BY EXTENDED FAMILY:

To obtain Florida approved family law forms visit the Florida Court Self Help website at: www.flcourts.org or for assistance with filing the proper forms, you may visit the Office of Family Court Services, 3rd floor, Lee County Justice Center, 1700 Monroe Street, Fort Myers, FL 33901.

Please note: The Court requires a copy of the minor child(ren)'s certified birth certificate to be filed in temporary custody cases involving minor child(ren). The Court requires a hearing for all Petitions For Temporary Custody of Minor Child(ren) by Extended Family.

CHANGE OF NAME ADULT/FAMILY/MINOR CHILD(REN):

To obtain Florida approved family law forms visit the Florida Court Self Help website at: www.flcourts.org or for assistance with filing the proper forms, you may visit the Office of Family Court Services, 3rd floor, Lee County Justice Center, 1700 Monroe Street, Fort Myers, FL 33901

Please note: The Court requires a copy of the minor child(ren)'s certified birth certificate to be filed in name change cases involving minor child(ren).

COURTESY COPIES:

We do not need courtesy copies of your Notice of Hearing.

We do not accept case law by email.

If you want to provide the Court with courtesy copies of documents that have been filed, you will need to submit these documents to the Court in paper form, via mail, courier or hand delivery.

HELPFUL PHONE NUMBERS

Magistrate's Office: 239-533-3343

DOR Child Support Hearing Officers: 239-533-3322

Family Court Services/Case Management: 239-533-2747

Domestic Violence: 239-533-2884

Mediation: 239-533-3353

Clerk of Court: 239-533-5000