

Magistrate Barger's Zoom meeting id: 699 473 9722 No Passcode

Directions for ALL CIVIL (CA) Hearings Before the Civil Magistrate: -

Effective Immediately: No motions can be scheduled before the Magistrate within 90 days of the commencement of the trial period. All such motions MUST be heard by the assigned Circuit Judge.

In order to submit the Order of Referral to the assigned Circuit Judge, please refer to the Collier Clerk's system [Showcase](#) for the correct Circuit Judge.

ALL FORECLOSURE MOTIONS FOR SUMMARY JUDGMENT and/or FORECLOSURE DEFAULT JUDGMENTS AND MOTIONS TO WITHDRAW AS COUNSEL **MUST** BE SCHEDULED WITH THE CIRCUIT JUDGE. Please refer to the Circuit Judge's directions for scheduling those Motions on JACS.

ORDER OF REFERRAL: When submitting your Order of Referral to the assigned judge for signature, DO NOT SEND COPIES or ENVELOPES UNLESS there are self-represented parties. **The Clerk of Court will e-serve all COUNSEL OF RECORD.** [Click here for Order of Referral](#)

Office Policies and Procedures

SCHEDULING HEARINGS

Once the assigned Judge has signed the Order of Referral, please schedule your hearings with Magistrate Barger, following the procedures below. All hearings 30 minutes or less are to be scheduled through the Judicial Automated Calendaring System ("JACS"). Timeslots will be 10, 15, 20 or 30 minute increments.

Hearings more than 60 minutes must be requested in writing and approved by the Magistrate before hearing time will be scheduled. The administrative assistant will contact the attorney's office to schedule these hearings.

You may not schedule back-to-back hearings to acquire a longer block of hearing time when using JACS (e.g. scheduling two 15-minute hearings to acquire 30 minutes, etc). If you schedule hearings improperly, the hearing(s) may be cancelled, sanctions may be assessed, and you may be blocked from the JACS system.

IDENTIFICATION OF COURT PLEADINGS WITH SPECIFICITY

For judicial economy and in accordance with Administrative Order No. 2.35: When a party to a proceeding before the Courts of the Twentieth Judicial Circuit, or counsel, files a pleading, document or notice of hearing, or submits a proposed order, which includes a reference to a previously filed pleading, document or to the motion being scheduled for hearing, the party or counsel shall, for ease of further reference: (1) *identify with specificity the previously filed pleading or document referenced therein, or the motion being scheduled for hearing;* (2) *identify the previously filed pleading or document referenced therein, or the motion being scheduled for hearing, by the date it was filed with the Clerk of court and* (3) *identify the previously filed pleading or document referenced therein, or the motion being scheduled for hearing, by the docket line or docket number,* as may be reflected on the Clerk's online web portal, if accessible by the party or counsel. Attorneys must comply with Administration Order 2.35(2)(sub 3) Re: docket # in JACS, or Hearings are cancelled.

EXHIBITS TO BE USED IN ZOOM HEARINGS:

■ Please refer to Administrative Order 2.40

■ All exhibits must be **RECEIVED BY THE MAGISTRATE'S OFFICE** by (U.S. Regular Mail or Hand Delivered) via hard copy 5 days prior to your court proceeding. All exhibits must be marked with an exhibit number or letter and you must provide an index.

■ You are required to forward to opposing counsel and any self-represented parties, copies of what is forwarded to the Magistrate.

RECOMMENDED ORDER PRESENTED AFTER HEARINGS

ALL Reports and Recommendations of the Magistrate shall be submitted by email to CollierMagRecOrder@ca.cjis20.org (In WORD format). All counsel and pro se parties must be copied on the email where appropriate. NO EX-PARTE COMMUNICATION will be considered. This email address is ONLY for the submission of cover letters with Report and Recommendation of the Magistrate. You no longer are required to submit an Order Adopting the Recommended Report.

MEMORANDA: Written memoranda on lengthy or complex motions are not necessary but if supplied, they must be **RECEIVED BY THE MAGISTRATE'S OFFICE** by (U.S. Regular Mail or Hand Delivered) **at least five (5) business days prior to the hearing.** Memoranda or briefs to be considered by the Court for any hearing shall be limited to ten (10) pages in length on 8 1/2-by-11 inch paper, and shall also comply with the lettering and spacing requirements of Rule. 9.210(9)(2), Rules of Appellate Procedure. **NOTEBOOKS WILL NOT BE ACCEPTED.** Do not send to the Court a set of documents which consist only of pleadings in the court file.

NOTE: It takes the Clerk's Office at Least 48 Hours to process any filed documents.

DOWNLOADS -

- ✓ [Magistrate Pamela Barger Civil Order of Referral to Magistrate](#)
- ✓ [Magistrate Pamela Barger Civil Report and Recommendation of Magistrate](#)
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