

DIVISION 4 - REQUESTING AND CONFIRMING HEARING DATES

SCHEDULING HEARINGS

- ***JUVENILE DELINQUENCY*** hearings are scheduled by the Clerk of Court or in open Court. Motions dates are provided to the office of the State Attorney, Public Defender and Clerk of Court.
- ***DOMESTIC VIOLENCE HEARINGS*** are scheduled by the Court. Motions are scheduled by the Domestic Violence Case Managers. Upon filing any motion in a domestic violence case, a copy is forwarded to the case managers who review and respond or schedule hearings when needed.
- ***FAMILY LAW, PROBATE AND GUARDIANSHIP*** hearings are scheduled by the Judicial Assistant.

Additional motions may NOT be added to a hearing without agreement of opposing counsel to add and that no additional time is needed to be reserved on the court docket.

Coordinating Hearing Dates: Judge Gontarek requires coordinating hearing dates with opposing counsel prior to confirming on the judge's docket.

- ***Difficulty Coordinating:*** If opposing counsel fails to respond or is unwilling to schedule, Judge Gontarek allows the following:

After 2-3 attempts, please obtain new dates from our office, email those dates to o/c and advise that should they fail to reply by 5pm the next business day, the Judge will allow you to schedule this hearing without further attempts to coordinate and the court will not consider any objections nor continuance requests for failure to coordinate.

If you must use the above method, please retain a record of this activity; it may be required by the court.

- When difficulty coordinating is due to busy schedules, please call the judicial assistant for assistance.

PLEADINGS MUST BE FILED IN COURT FILE PRIOR TO SCHEDULING

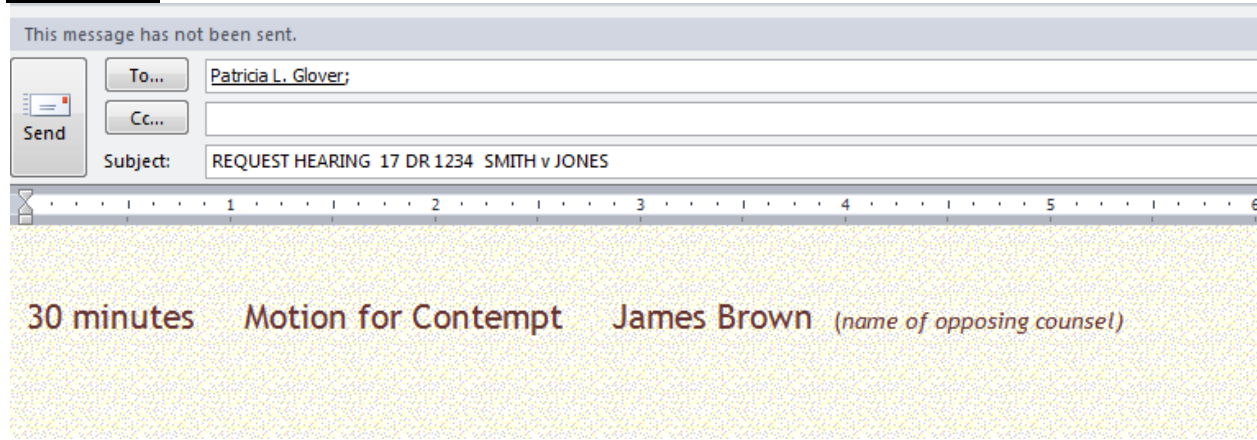
Request and Confirm hearing by email to: Patricia.Glover@Flcourts1.gov

To Request Hearing Dates:

Subject line: REQUEST HEARING Case # and Style of Case

Body of email: length of hearing, title of motion(s) – opposing counsel

Example:



To Confirm Hearing Date:

Subject Line: CONFIRM HEARING Case # and Style of Case

Attach a copy of all pleadings being heard

Body of Email:

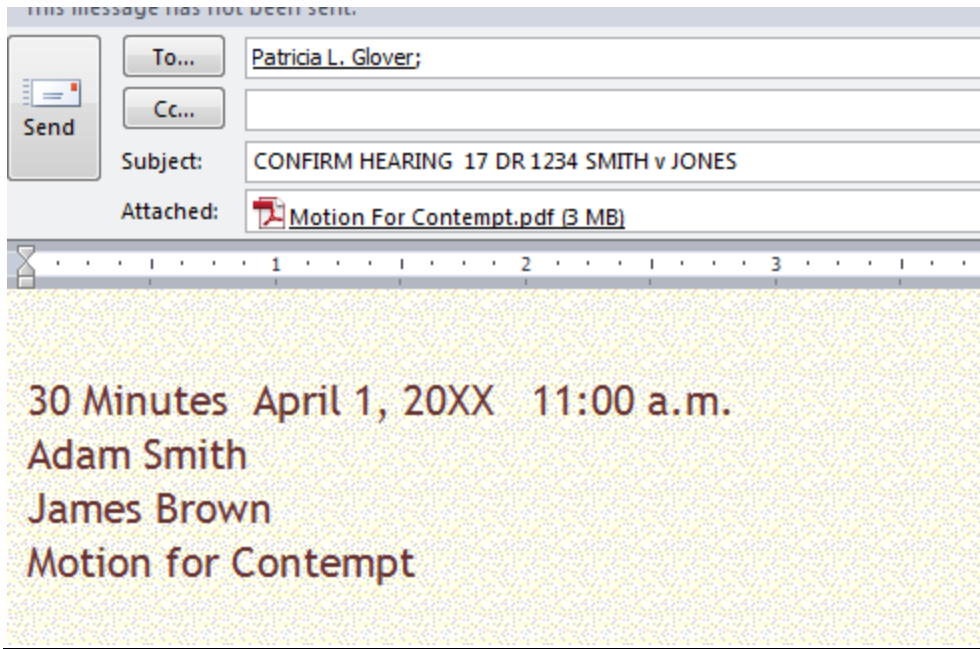
Length of Time Date and Time

Name of Scheduling Attorney

Name(s) of Opposing Counsel

Title of pleading(s) being heard

EXAMPLE:



NOTE: It is important to type subject line just as examples above. Any deviation will affect the email filter that gives these matters priority status. Common mistakes to avoid: REQUEST FINAL HEARING; CONFIRMING HEARING, when confirming a hearing, using the reply option from the REQUEST HEARING emails without changing the subject line.

If you do not receive email confirmation of the scheduled hearing within the next 3-4 business days, please contact the JA.