

SCOTT M. BROWNELL, CIRCUIT JUDGE (Court #08)
FAMILY DIVISION 4

Judicial Assistant – Vicki Shawvan (941)749-3600, ext. 7023

REQUIREMENTS FOR MOTIONS AND/OR HEARINGS

A COPY OF **ALL MOTIONS AND NOTICES OF HEARING** ARE TO BE FURNISHED IMMEDIATELY TO THE JUDGE'S OFFICE 4 DAYS PRIOR TO THE HEARING.

GENERAL MASTER: In order to timely handle the large number of cases in the Family Division, the Court encourages the use of services provided by the General Master. All matters, except for domestic violence injunction hearings may be heard by the General Master. **Prior to setting a hearing on the judge's calendar, please check the availability of time on the calendar of the General Master.**

ADDRESS: Manatee County Judicial Center, 1051 Manatee Avenue West, Bradenton, Florida. The mailing address is Post Office Box 3000, Bradenton, Florida, 34206.

FACSIMILES: Judge Brownell's fax number is 941/749-3673. The fax machine is to be used for **EMERGENCIES ONLY**. Notice of hearings/motions and all other non-emergency documents will be hand delivered or mailed to the Judge's office.

HEARINGS 30 MINUTES & LONGER: Any hearing requiring 30 minutes or longer **must** be scheduled in the afternoon.

LOCAL RULES: Local Rules for the Twelfth Judicial Circuit are available from the Manatee/Sarasota Bar Associations and are printed in the bar's Membership Directories. Local Rules can also be accessed through the Internet bar websites. Judge Brownell strictly adheres to Local Rules 5a and 5b regarding discovery motions. Any discovery motion not in full compliance (to include a Certificate of Good Faith) with these Rules will be stricken and the Judge will cancel the hearing.

EMERGENCY HEARINGS: There are no set criteria defining an emergency. The Judicial Assistant will schedule hearings only at the direction of the Judge. All motions requesting emergency hearing time must be hand delivered to the Judge's office along with a cover letter that includes the amount of hearing time required by the moving party. The Court will review the motion and determine whether an expedited hearing is warranted. The Judicial Assistant will notify the parties.

DOMESTIC VIOLENCE: A Clerk of Court will be present at all hearings involving domestic violence. **All** domestic violence motions are scheduled through the Judicial Assistant.

FAMILY COURT: **Temporary Child Support/Alimony/Temporary Visitation and related contempt hearings** will **always** be first referred to the hearing officer or general magistrate. An order of referral will be furnished by the moving party to the Judge's office along with conformable copies and pre-addressed, stamped envelopes. Motions for **contempt in visitation and shared parental responsibility** must be specific as to each violation, including dates, and must refer to the specific language in the order or judgment, which has allegedly been violated. **Objections to the use of the General Magistrate shall include the reason for the objection.**

PARENTING CLASSES: All parties to a dissolution of marriage proceeding with minor children or a paternity action are required by Fla. Statute 61.21, with or without a separate court order, to complete the Parent Education and Family Stabilization Course and file proof of compliance **PRIOR** to the entry of a final judgment.

TELEPHONE APPEARANCES: Judge Brownell allows telephone appearances upon written request and only on hearings fifteen minutes or less in length that are non-evidentiary in nature. The telephoning party must make the request in writing at least five days prior to the hearing. The telephoning party will call in to the Judge's office prior to the hearing and remain on hold until the Court is ready to proceed. Conference calls must be arranged by the parties, as only one line is accessible into the Judges' office. If the hearing is delayed the party will be so notified.

MOTION FOR REHEARING, RECONSIDERATION/NEW TRIAL: All motions for rehearing, reconsideration and/or new trial are to be original and submitted directly to the Judge's office with a transmittal letter. Judge Brownell will review all motions and determine whether a hearing is required.

MEDIATION: Upon receipt that a notice that a case is at issue, the Court will issue a referral to mediation. **Accompany the Notice that Cause is at Issue with an Order of Referral to Mediation for judge's signature.**

TRIALS: The Court **rarely** continues trials. A Motion to Continue **must** outline specific reasons. The parties will be notified by the Judicial Assistant of the Court's ruling. Mediation **must be concluded** before a trial date is assigned.