

# **JUDGE ANDREW D. OWENS (COURT #09)**

(PROBATE / GUARDIANSHIP)

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## **REQUIREMENTS FOR COURT HEARINGS**

**(UPDATED 1/2/07)**

**EX PARTE HEARINGS:** Should be scheduled through JACS if possible (use 5 min. timeslots).  
(See Required Documents Below) Monday & Friday 9:00 a.m. – 10:00 a.m.  
Wednesday 1:30 p.m. – 2:30 p.m.

**ALL OTHER HEARINGS:** Hearings 5, 15, 30 & 60 mins. in length: To be scheduled through JACS  
Hearings longer than 60 mins. in length: To be scheduled through the Judicial Assistant

**REQUIRED DOCUMENTS TO BE FURNISHED TO JUDGE:** THERE WILL BE NO COURT FILES AVAILABLE AT ANY PROBATE/GUARDIANSHIP COURT PROCEEDINGS. Therefore, it is required for ALL hearings (INCLUDING EX PARTE) that the scheduling attorney furnish the judge no later than three (3) business days prior to the date of the hearing copies of ALL pertinent documents pertaining to the scheduled hearing. (As an example for a motion hearing, I would require a copy of the MOTION; NOTICE OF HEARING; ALL PERTINENT PORTIONS OF ANY DOCUMENTS OR PLEADINGS REFERENCED IN THE MOTION; ANY SUPPORTING HIGHLIGHTED CASELAW.) (As an example on incapacity hearings, I would require a copy of the PETITION FOR INCAPACITY; EXAMINING COMMITTEE REPORTS; PETITION FOR GUARDIANSHIP; APPLICATION OF THE GUARDIAN AND OATH OF GUARDIAN.) If the hearing (or ex parte appearance) is on an expedited basis, the paperwork should be furnished to my office no later than one (1) business day prior to the court appearance.

**LOCAL RULES:** Local Rules for the 12<sup>th</sup> Judicial Circuit are available on the internet at [www.12circuit.state.fl.us](http://www.12circuit.state.fl.us). If you do not have internet access, you may contact the Sarasota County Bar Association (941-366-6703). **PLEASE NOTE: LOCAL RULES 5A AND 5B REGARDING DISCOVERY MOTIONS ARE STRICTLY ENFORCED. ANY DISCOVERY MOTION NOT IN FULL COMPLIANCE WITH THESE RULES WILL BE STRICKEN, AND THE HEARING WILL BE CANCELED.**

**12<sup>TH</sup> JUDICIAL CIRCUIT STANDARDS OF PROFESSIONALISM:** All attorneys must follow the 12<sup>th</sup> Judicial Circuit Standards of Professionalism (available through [www.12circuit.state.fl.us](http://www.12circuit.state.fl.us))

**TELEPHONE APPEARANCES:** Pursuant to Fla.R.Jud.Admin. 2.071, all requests for telephone appearances on hearings 15 mins. or less in length and non-evidentiary in nature must be made in writing (submitted directly to the judge's office with a notation that copies of the written request have been simultaneously furnished to all parties). The written request must contain a telephone number where the requesting attorney can be called collect for said hearing. When the judge is ready for your hearing, he will telephone your office collect at the number you provide in your written request. There are multiple hearings scheduled at the same time, and telephone hearings are taken last, therefore your hearing may not be at the exact hour. (Telephone appearances on evidentiary hearings or hearings longer than 15 mins. will be allowed only upon stipulation of the parties.)

**MOTIONS FOR REHEARING, RECONSIDERATION, NEW TRIAL:** All Motions for Rehearing, Reconsideration, or for New Trial, are to be submitted directly to the judge prior to scheduling a hearing. The motion should be detailed. The judge will first review the motion to determine whether a hearing is required.

**EMERGENCY HEARINGS:** All motions requesting emergency hearing time shall be faxed or delivered directly to the judge prior to scheduling a hearing. The motion should be detailed. The judge will first review the motion to determine whether an expedited hearing is required. (See below for instructions regarding Emergency Temporary Guardianships.)

\*Emergency Temporary Guardianships: Prior court approval for expedited emergency temporary guardianships is not required as, by their very nature, these almost always need to be expedited. (You may contact my judicial assistant for expedited hearing time on ETG's.) It is still required that copies of all documents regarding the ETG be provided to the Court prior to the date of the hearing.

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**OFFICE HOURS:** Office hours are Monday thru Friday 8:30 a.m. to 5:00 p.m. (closed for lunch 12:00 noon to 1:00 p.m.)

**ADDRESS & COURTROOM INFORMATION:** Judge Owen's hearings are held in Courtroom 6A at the Sarasota County Judicial Center, 2002 Ringling Blvd., 5<sup>th</sup> floor, Sarasota, Florida 34237. Our mailing address is P. O. Box 48927, Sarasota, FL 34230

**PHONE/FAX NUMBERS:** Phone: (941) 861-7946; Fax: (941) 861-7913.