

MAGISTRATE SUSAN MAULUCCI (COURT #10)
Judicial Assistant – Melissa Kieffer (941) 749-3648
REQUIREMENTS FOR MOTIONS AND/OR HEARINGS

ORDERS OF REFERRAL: Magistrate Susan Maulucci is assigned to hear all **Division 3** family cases. All Division 4 cases should be referred to Magistrate Braxton R. Ezell for hearing.

OFFICE HOURS: Office hours are 8:30 a.m. to 5:00 p.m. The office is closed from Noon until 1:00 p.m. for lunch. Hearings will be held in **Hearing Room 1** on the third floor of the Manatee County Judicial Center, 1051 Manatee Avenue West, Bradenton, Florida. The mailing address is Post Office Box 3000, Bradenton, Florida 34206.

FACSIMILES: The Magistrate's fax number is (941) 749-3689.

LOCAL RULES: Local Rules for the Twelfth Judicial Circuit are available from the Manatee County Bar Association and are printed in the Bar's Membership Directories. Local Rules can also be accessed through the Internet Bar website. Magistrate Maulucci strictly adheres to Local Rules 5a and 5b regarding discovery motions.

EMERGENCY HEARINGS: There are no set criteria as to emergency hearings, and the Judicial Assistant will schedule hearings only at the direction of the Magistrate. A copy of the motion requesting emergency hearing time must be delivered to the Magistrate's office with an attached cover letter that includes the amount of hearing time required by the moving party. The Magistrate will review the motion and determine whether an expedited hearing is warranted. The Judicial Assistant will notify the parties.

TELEPHONE APPEARANCES: Magistrate Maulucci allows telephonic appearances upon written request and only on hearings fifteen minutes or less in length that are non-evidentiary in nature, unless stipulated by the parties. The telephoning party must make the request prior to the scheduled hearing. The telephoning party must call the Magistrate's office at the scheduled hearing time.

TRIALS: Trials will be given a date and time certain. It is requested that the Magistrate's office is contacted immediately if a settlement is reached. Trials will only be continued by stipulation if the parties **AND** their attorneys sign the stipulation to continue. Otherwise, a legally sufficient motion shall be submitted to the Court outlining the reason a continuance is necessary, and the Magistrate will determine whether or not a hearing on the Motion is required.

Rvd. 01/29/07