

JUDGE EMANUEL LoGALBO, JR. (COURT # 25)

County Civil Division 1, Sarasota
(941) 861-7956 Facsimile (941) 861-7915

REQUIREMENTS FOR COURT HEARINGS

COURTESY COPIES: The scheduling attorney must provide the judge's office with a courtesy copy of the notice of hearing as well as a copy of the motion being scheduled for hearing. Notices of cancellation of hearing should be filed with the Clerk of the Court, with copies being provided to the judge's office. These documents should be furnished to the judicial assistant at least one week prior to the date of the hearing. Courtesy copies of documents may be forwarded to the division mailbox at SarCoCivilD1@scgov.net. This address has been set up to receive courtesy copies and not for general correspondence.

OFFICE HOURS: Office hours are 8:30 a.m. to 5:00 p.m. The office is closed from 12:00 noon to 1:00 p.m. for lunch. Hearings are held in Courtroom 7A or 7B (it is the responsibility of the parties to determine the proper courtroom for their hearing) at the Sarasota County Judicial Center, 2002 Ringling Blvd., Sarasota, Florida, P. O. Box 48927, Sarasota, FL 34230.

FAX NUMBER: The fax number is 941-861-7915. The fax machine is to be used for **emergency matters only**. Notices of hearing and other non-urgent documents should be hand-delivered or mailed to the judge's office.

LOCAL RULES: Local rules for the 12th Judicial Circuit are available from the Sarasota County Bar Association and may be accessed via the internet at www.sarasotabar.com. As for discovery issues, the court adheres to local rules 5(a) and 5(b) regarding discovery motions. Any motion not in full compliance with these rules (including a certificate of good faith) is subject to being stricken.

TELEPHONIC APPEARANCES: **Except at pretrial conferences in small claims cases**, the court permits telephone appearances, under the following conditions: hearings must be 15 minutes or less in duration and may not be evidentiary in nature. The scheduling attorney must provide a toll-free number, as well as the name of the attorney who is to be contacted, on the notice of hearing. If a toll free number is not provided, the attorney scheduling must initiate the call to the court. Failure to comply with this requirement may necessitate rescheduling of the hearing and counsel's personal appearance.

Where the other side is pro se, the attorney seeking to schedule a telephonic hearing should specify Rule 2.071 of the Florida Judicial Administration Rules on the notice of hearing, so as to make clear the authority upon which a telephonic hearing may be scheduled.

UNIFORM MOTION CALENDAR: **None at this time.**

MOTIONS FOR REHEARING, RECONSIDERATION, OR NEW TRIAL: These motions must **first** be sent to the court. The court will review the motion and determine if a hearing is warranted.

EMERGENCY HEARINGS: All motions needing emergency hearing time should be faxed or delivered directly to the judge's office. The motion should detail the circumstances of the emergency. The court will review the motion and determine if an expedited hearing is warranted.