

MAGISTRATE DEBORAH A. BAILEY
Assistant - Anita Brass (941) 861-7454

REQUIREMENTS FOR MOTIONS AND/OR HEARINGS

IMPORTANT - PLEASE NOTE:

MOTIONS AND HEARINGS: Magistrate Bailey requires that the scheduling attorney provide a courtesy copy of each Motion and Notice of Hearing to the Magistrate's office, together with any supporting documents or pleadings referenced in the Motion. These documents should be provided to the Magistrate at least one week prior to the scheduled hearing date. In addition, the scheduling attorney is responsible to provide an Order of Referral to Magistrate to be executed by the appropriate Circuit Judge and filed in the court file.

ORDERS OF REFERRAL: Magistrate Bailey is assigned to hear discovery motions, motions directed to the pleadings, and any other motions stipulated to by the parties arising in Circuit Civil Divisions A and C. Motions may only be heard upon the consent of the parties and must be accomplished through the filing of an Order of Referral to Magistrate. A template for this Order may be downloaded from the Twelfth Judicial Circuit website (www.12circuit.state.fl.us) A template for a Recommended Order of Magistrate may also be downloaded from the website.

OFFICE INFORMATION: 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 should be scheduled through JACS (941)-861-5227 (Select Court #27) or online at www.12circuitstate.fl.us and are held in the Historic Courtroom (Room 108) at the Clerk of Court Building (Old Courthouse) 2000 Main Street, Sarasota FL 34237. Mailing address: P.O. Box 48927, Sarasota FL 34230.

FACSIMILES: The Magistrate's fax number is (941) 861-7459. The Magistrate shares this fax machine with another office; therefore, please notify the Magistrate's office prior to sending a fax. The fax machine is to be used only for emergencies. Notices of hearing and other documents should be hand-delivered or mailed to the Magistrate's office.

LOCAL RULES/STANDARDS OF CONDUCT: Local rules for the Twelfth Judicial Circuit are available from the Sarasota County Bar Association (ww.sarasotabar.com) and can be accessed via the Circuit's website. Please note: Magistrate Bailey adheres strictly to Local Rules 5(a) and 5(b) regarding discovery motions. All attorneys must also adhere to the Twelfth Judicial Circuit Standards of Professionalism, which are also available on the Sarasota County Bar Association and Twelfth Judicial Circuit websites.

TELEPHONE APPEARANCES: Magistrate Bailey will routinely allow telephone appearances on non-evidentiary hearings of 30 minutes or less in length. Appearances for non-evidentiary hearings exceeding 30 minutes in length must be cleared with the Magistrate's office. The scheduling attorney must provide a telephone number on the Notice of Hearing for the party who is to be called. When the Magistrate is ready for the hearing, the Clerk will initiate a collect call to that party. As there may be multiple hearings scheduled at the same time. The Magistrate may not call at the exact time the hearing is set.

EMERGENCY HEARINGS: There are no set criteria as to emergency hearings, and the Magistrate's Assistant will schedule such hearings only at the direction of the Magistrate. A copy of the motion requesting emergency hearing time must be faxed or hand-delivered to the Magistrate's Office, along with a cover letter designating the amount of time required. An Order of Referral must also be executed for the court file. The Magistrate will review the motion and determine whether an expedited hearing is necessary.