

4/14/2008

MAGISTRATE GLORIA J. DeMEDIO
Sarasota South County Circuit Civil, Family Court (Court #29)

ADDRESS: R. L. ANDERSON ADMINISTRATION CENTER
4000 SOUTH TAMiami TRAIL
VENICE, FLORIDA 34293

COURTROOM: **1**

PHONE/FAX: 941/861-3088 (OFFICE) 941/861-3292 (FAX is for emergencies only)

****REQUIREMENTS FOR SCHEDULED COURT HEARINGS****

HEARINGS ARE SCHEDULED ON THE JUDICIAL AUTOMATED CALENDARING SYSTEM (JACS). YOU MUST CLEAR TIME WITH OPPOSING (NOTICED) COUNSEL PRIOR TO SETTING TIME WITH THE COURT. IN **ORDER TO CLEAR TIME FOR A CHILD SUPPORT ENFORCEMENT MATTER**, CALL THE ATTORNEY GENERAL'S OFFICE AT 727-825-7618.

SCHEDULING IN THE JUDICIAL AUTOMATED CALENDARING SYSTEM (JACS):

YOU MAY SCHEDULE (2) TWO WAYS ON JACS: BY PHONE 941/861-5227 OR INTERNET AT

WWW.12CIRCUIT.STATE.FL.US PLEASE NOTE: ONLY CHILD SUPPORT ENFORCEMENT MATTERS ON ALTERNATE FRIDAYS

REFERRALS TO MAGISTRATE: IT IS THE RESPONSIBILITY OF THE ATTORNEY TO BE SURE AN ORDER OF REFERRAL TO THE MAGISTRATE IS FILED IN THE COURT FILE PRIOR TO SETTING A HEARING BEFORE THE MAGISTRATE.

HEARING REQUIRING MORE THAN 60 MINUTES: HEARINGS OF MORE THAN 60 MINUTES MUST BE SCHEDULED THROUGH THE JUDICIAL ASSISTANT BY PHONE 941-861-3730.

THE ATTORNEY MUST FURNISH THE MAGISTRATE WITH: 1. NOTICE OF HEARING; 2. MOTION 3. ALL PERTINENT PORTIONS OF ANY DOCUMENTS OR PLEADINGS REFERENCED IN THE MOTION AND ANY SUPPORTING CASE LAW. IT IS REQUESTED THAT THIS INFORMATION IS PROVIDED AT LEAST ONE WEEK IN ADVANCE. PLEASE HAND DELIVER OR MAIL THE DOCUMENTS TO THE ABOVE ADDRESS.

TELEPHONE APPEARANCES: TELEPHONE APPEARANCES ARE PERMITTED IN NON-EVIDENTIARY HEARINGS OF 15 MINUTES OR LESS. MOTION DOCKETS HAVE MULTIPLE CASES SCHEDULED FOR EACH TIME SLOT. TELEPHONE HEARINGS ARE TAKEN LAST, AND THE CALL IS PLACED BY THE CLERK IN THE COURTROOM TO A TOLL FREE OR **COLLECT PHONE NUMBER WHICH MUST BE PROVIDED ON THE NOTICE OF HEARING.** A TELEPHONE APPEARANCE IN EXCESS OF 15 MINUTES MUST BE CLEARED BY THE MAGISTRATE. IF THERE IS A STIPULATION BETWEEN THE PARTIES, IT MUST BE SUBMITTED TO THE COURT PRIOR TO THE DATE OF YOUR HEARING.

EMERGENCY HEARINGS: REQUESTS FOR EMERGENCY HEARING TIME MUST SUBMITTED TO THE MAGISTRATE IN WRITING WITH A COPY OF THE MOTION.

EXCEPTIONS: MUST BE SUBMITTED DIRECTLY TO THE JUDGE, ALONG WITH A COVER LETTER. AFTER REVIEW, THE JUDGE WILL DETERMINE IF HEARING IS REQUIRED.

LOCAL RULES: LOCAL RULES FOR THE 12TH JUDICIAL CIRCUIT ARE AVAILABLE AT THE SARASOTA COUNTY BAR ASSOCIATION @ (941) 366-6703 OR WWW.SARASOTABAR.COM NOTE: LOCAL RULES 5A AND 5B REGARDING DISCOVERY MOTIONS ARE STRICTLY ENFORCED. ANY DISCOVERY MOTION NOT IN FULL COMPLIANCE WITH THESE RULES WILL NOT BE HEARD.

COURTROOM CONDUCT: ALL ATTORNEYS SHALL ADHERE TO THE TWELFTH JUDICIAL CIRCUIT STANDARDS OF PROFESSIONALISM, WHICH ARE LOCATED ON THE CIRCUIT'S WEBSITE. FAILURE TO COMPLY WITH THESE STANDARDS MAY RESULT IN THE CONTINUATION OF YOUR MATTER.