

Judge Robert A. Farrance
County Civil Division G

Requirements for Court Hearings

Courtesy Copies: The scheduling attorney must provide the Judge's Office with a courtesy copy of the Notice of Hearing. Notices of Cancellation of Hearing should be filed with the Clerk of 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.

Office Hours & Courtroom Information: Office hours are 8:30 am to 5:00 pm. This office is closed from 12:00 noon to 1:00 pm for lunch. The mailing address is P.O. Box 3000, Bradenton, Florida 34206.

Fax Number: The fax number is (941)749-3678. 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 on the Manatee County Bar Association Website (www.manateebar.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: The Court permits telephone appearances in accordance with the procedures set forth in Rule 2.071 of the Florida Rules of Judicial Administration and a Motion and Order are required. Upon granting of the Order, the party requesting said telephone appearance shall initiate the call at their expense to (941) 749-3609. 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.

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.