

PROCEDURE FOR SELF REPRESENTED PARTIES

FELONY DIVISION

1. A party without a lawyer is not entitled to special treatment and must follow the same rules of procedure, evidence and laws, which govern lawyers.
2. Judges and their assistants are prohibited from giving any legal advice, including and advice or directions regarding the preparation or processing of court papers.
3. Judges and their assistants must remain neutral and impartial.
4. Judges are prohibited from having any ex parte communication with any party. Requests to speak privately with the Judge will be refused.
5. Do not send letters directly to the Judge.
6. Any matter to be considered by the courts requires the filing of a written motion and notice of hearing with the Clerk of Court and copies must be sent to the other party or other party's lawyer. The State Attorney's Office must be noticed on all felony hearings and their address is: 350 East Marion Avenue, Punta Gorda, Florida 33950.
7. Written motions must be filed with the Clerk of Court prior to you scheduling a hearing. Hearings may be scheduled by contacting the judicial assistants at the following numbers:

Honorable Donald H. Mason 941.637.2186 (last names A – L)
Honorable George Richards C. Richards 941.637.2375 (last names M-Z)
8. In the absence of a written stipulation or agreement between the parties, the court can only hear motions and receive evidence in open court with all parties notified of the hearing.