

INSTRUCTIONS FOR
STANDING ORDERS

AND

CASE MANAGEMENT PLANS

IN CHARLOTTE COUNTY CIRCUIT CIVIL CASES

Please be advised, the Court requires the following in ALL Circuit Civil cases in Charlotte County. These instructions are provided to assist Parties/Attorneys in complying with the Court's requirements.

Standing Order in Civil Cases in Charlotte County

The "standing" order is already signed by Judge Porter. Plaintiff must copy this standing order, with the case style and service list. A copy is to be filed with the complaint; each defendant must also be served a copy with the Summons. This standing order provides all Parties with the requirements for submitting Agreed Case Management Plans within 150 days of the case being filed (some exceptions are noted). A hearing for an Order to Show Cause may be set by the Court, if the Standing Order is not properly filed/served.

Agreed Case Management Plan And Order

The Court requires a Case Management Plan to be submitted within 150 days of the filing date. Failure to submit a Case Management Plan may result in a hearing for an Order to Show Cause. The plan should generally be initiated by the Plaintiff, and discussed with / agreed to by the Defendant(s). If the Parties cannot agree on a plan, a Case Management Conference may be requested, for the Court to address the points of disagreement. One original hard copy must be provided to the Court for approval, with sufficient copies and envelopes for conformed service to all Parties. If the proposed Plan is not approved, the Court may set a Case Management Conference to finalize a plan.

Any questions regarding the Standing Order and/or Case Management Plan may be directed to the Charlotte County Civil Case Manager (Susana Fernandez) at:

SFernandez@ca.cjis20.org or phone (941) 637-2207.