

# Magistrate Robert F. Koch

Magistrate's Assistant: Kristy  
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**FAILURE TO FOLLOW THE PROPER PROCEDURE FOR SCHEDULING  
WILL DELAY YOUR HEARING BEING SCHEDULED.**

## **SCHEDULING WITH THE MAGISTRATE**

Motions and Non-Jury Trials of any Circuit Civil case type may be scheduled before Magistrate Robert F. Koch. Please use the following guidelines when scheduling your hearing:

**PROBATE MATTERS - MONDAYS**

**FAMILY MATTERS - TUESDAYS (including name changes)**

**CIVIL MATTERS- WEDNESDAYS**

**DEPENDENCY MATTERS - THURSDAYS**

For Guardianship matters, please contact Judge Porter's Judicial Assistant, Lisa at [LSHarder@ca.cjis20.org](mailto:LSHarder@ca.cjis20.org).

## **REQUESTING A HEARING DATE**

You will only be allowed to view available hearing dates on JACS. Once you have coordinated a date and time with opposing counsel (or pro se party), please contact the Magistrate's Assistant, preferably by email, to place your hearing on the Calendar. Be sure to include the following information when requesting a hearing date using the format below:

Case Number  
Case style  
Motion/Matter being heard (include date motion was filed)  
Hearing date requested  
Time of day requested  
Length of time required for the hearing

Do not file a Notice of Hearing before a date has been confirmed by this office. Once you receive a confirmation email, you may then file a notice of hearing. **If you have not received a confirmation email from the Magistrate's office, the matter has not been set and a notice of hearing should not be filed.** The option in JACS for attorneys to self-schedule is not active, and all dates must be confirmed by this office.

## **CANCELLING A HEARING DATE**

To cancel a hearing, you must e-file a notice of cancellation. Please notify the Magistrate's office of the cancellation by email with a copy of the notice of cancellation as an attachment.

## **SUBMITTING ORDER OF REFERRAL AND NOTICE OF HEARING**

**ORDERS OF REFERRAL MUST BE IN THE COURT FILE 10 DAYS PRIOR TO THE HEARING DATE.**

Once a date is confirmed by the Magistrate's office, an Order of Referral to Magistrate and Notice of Hearing (document links provided below) must be provided by the parties to the Magistrate's Assistant electronically via the *Magistrate's* E-portal. Parties with a designated e-mail address will be served electronically. In cases where there are pro se parties or parties' have not designated an e-mail address, the Court will print copies of electronically

signed Order of Referral and Notice of Hearing and mail them a hard copy. Stamped addressed envelopes for more than 5 recipients must be furnished by the attorney who submitted the Order of Referral and Notice of Hearing. The Court will provide envelopes for less than 5 recipients. All parties of record must be included on the Certificate of Service. Do not include a physical address on the Certificate of Service if serving electronically. A revised Order of Referral to the Magistrate and Notice of Hearing will be required if the Certificate of Service is incomplete. Submittals requiring envelopes will not be processed until envelopes are received. **Errors involving the accuracy and submittal of the Order of Referral to Magistrate and Notice of Hearing may jeopardize the timeliness of filing and may result in your hearing being rescheduled.**

As the Order of Referral forms have recently been updated, please use the appropriate form provided on the Twentieth Judicial Circuit Website (www.ca.cjis20.org) under "Documents" -> "Magistrate Downloads" or select link below.

### **ZOOM APPEARANCE**

**Zoom appearance is permitted for most non-evidentiary proceedings.** All requests for Zoom appearance for evidentiary matters must be made by proper motion of the Court. **All non-jury trials are in person proceedings. Zoom appearance is not permitted.**

### **SUBMITTING DOCUMENTS**

#### **REPORT AND RECOMMENATIONS AND ORDERS APPROVING**

**Submit Reports and Orders approving Reports to this office electronically via the *Magistrate's E-portal.*** (document links provided below). Follow the instructions in the document to fill in information completely and refer to the Report and Order submittal instructions found **here**. Although it is not required to submit the Order approving Report and Recommendation to this office, as it is an order signed by the judge, it is **strongly** encouraged. Submitting both Report and Order together allows for the most efficient processing of documents especially at the expiration of the exceptions period, if retained.

#### **PREHEARING DOCUMENTS**

Submit any prehearing supporting documents of 20 pages or more or any length document that contain color by hard copy to the mailroom at the attention of this office at least 2 days prior to hearing. Email the judicial assistant attachments of any black and white, prehearing supporting documents less than 20 pages. The judicial assistant will print and provide to the Magistrate prior to hearing.

### **QUICK DOWNLOADS (updated January, 2024)**

**Please replace any locally saved files with the update versions below**

#### **ORDER OF REFERRAL AND NOTICE OF HEARING**

- » **Family Law Matters - Judge Mary C. Evans**
- » **Civil Law Matters - Judge Geoffrey H. Gentile**
- » **Probate Law Matters - Judge Shannon McFee or Judge Lisa Porter**

#### **REPORT AND RECOMMENDATIONS OF THE MAGISTRATE AND ORDER APPROVING REPORT**

- » **R&R - Family Law Matters - Magistrate Robert F. Koch**
- » **Order Adopting Report - Family Law Matters - Judge Mary C. Evans**
  
- » **R&R - Civil Law Matters - Judge Geoffrey H. Gentile**
- » **Order Adopting Report - Civil Law Matters - Judge Geoffrey H. Gentile**
  
- » **R&R - Probate Law Matters - Magistrate Robert F. Koch**
- » **Order Adopting Report - Probate Law Matters - Judge Shannon McFee or Judge Lisa Porter**