

## CIVIL MAGISTRATE PAMELA BARGER

Please be advised that as of October 26, 2022 hearings with Magistrate Barger for 30 minutes or less will be conducted via Zoom and can be scheduled through JACS. Hearings longer than 30 minutes, evidentiary hearings and non-jury trials will be conducted in person in the Collier County Courthouse and MUST be scheduled through the Magistrate's assistant.

Zoom meeting id: 699 473 9722 No Passcode

Motions for Withdrawal of Counsel are no longer heard by the Magistrate and must be scheduled with the assigned Circuit Judge. ALL FORECLOSURE MOTIONS FOR SUMMARY JUDGMENT and/or FORECLOSURE DEFAULT JUDGMENTS MUST BE SCHEDULED WITH THE CIRCUIT JUDGE.

\*\*All proposed Recommended Orders and Orders Adopting must be submitted in Word format to [colliermagrecorder@ca.cjis20.org](mailto:colliermagrecorder@ca.cjis20.org)

**EFFECTIVE October 26, 2022, Magistrate Pamela Barger will hear Motions and all other matters referred by the Circuit Judges in the Civil Division (all CA cases); all Civil Orders of Referral, Orders Adopting and Recommended Orders must use the forms on this page.**

## OFFICE POLICIES AND PROCEDURES

Collier County Courthouse  
3315 Tamiami Trail E.  
Naples, FL 34112

Telephone (239) 252-4247 or (239) 252-8670; Fax (239) 252-8870

Contact information for Magistrates: 239-252-8670 (SHERRY LUCAS), Administrative Assistant to Magistrate BARGER.

### Directions for ALL PROBATE (GA/CP) Hearings -

**Effective October 26, 2022** Any Probate matters for Judge Foster and Judge Hayes will be heard by Magistrate Barger. Please make sure that **ALL PROBATE** Orders of Referral are sent to the referring Judge specifying Magistrate Barger.

An Order of Referral must be entered for each matter referred to the Magistrate pursuant to FL Probate Rules Rule 5.095.

**ORDER OF REFERRAL:** When submitting your Order of Referral to the assigned Judge for signature, send copies/envelopes for all Self-represented parties only. The Clerk of Court will e-service all COUNSEL OF RECORD. [Click here for Probate Order of Referral](#)

### SCHEDULING HEARINGS:

Once the assigned Judge has signed the Order of Referral, please schedule your hearings with Magistrate Barger, following the procedures below. All hearings 30 minutes or less are to be scheduled through the Judicial Automated Calendaring System ("JACS"). Timeslots will be 10, 15, 20, or 40 minute increments.

**Hearings over 30 minutes** must be requested in writing and approved by the magistrate before hearing time will be scheduled. The administrative assistant will contact the attorney's office to schedule these hearings.

You may not schedule back-to-back- hearings to acquire a longer block of hearing time when using the JACS (e.g. scheduling two 15- minutes hearings to acquire 30 minutes, etc. ) If you schedule hearings improperly, the hearing(s) may be cancelled, sanctions may be assessed, and you may be blocked from the JACS system.

## Remote Hearings

Hearings via Telephone are only permitted through the Zoom application if the hearing is scheduled for 60 minutes or less and is a non-evidentiary hearing. All remote hearings either video or telephone are done via the Zoom application. Magistrate Barger's Zoom meeting ID is located at the top of this page.

## RECOMMENDED ORDER PRESENTED AFTER HEARINGS

ALL Reports and Recommendations for the Magistrate and Order Adopting shall be submitted by email to [CollierMagRecOrder@ca.cjis20.org](mailto:CollierMagRecOrder@ca.cjis20.org) (In WORD format). All counsel and pro se parties must be copied on the email where appropriate NO EX-PARTE COMMUNICATION will be considered. This email address is ONLY for the submission of cover letters with Report and Recommendation of the Magistrate and Order Adopting the Report and Recommendation.

## IDENTIFICATION OF COURT PLEADINGS WITH SPECIFICITY

For judicial economy and in accordance with Administrative Order No. 2.35: When a party to a proceeding before the Courts of the Twentieth Judicial Circuit, or counsel, files a pleading, document or notice of hearing, or submits a proposed order, which includes a reference to a previously filed pleading, document or to the motion being scheduled for hearing, the party or counsel shall, for ease of further reference: (1) *identify with specificity the previously filed pleading or document referenced therein, or the motion being scheduled for hearing*; (2) *identify the previously filed pleading or document referenced therein, or the motion being scheduled for hearing, by the date it was filed with the Clerk of court* and (3) *identify the previously filed pleading or document referenced therein, or the motion being scheduled for hearing, by the docket line or docket number*, as may be reflected on the Clerk's online web portal, if accessible by the party or counsel. Attorneys must comply with Administration Order 2.35(2)(sub 3) Re: docket # in JACS, or Hearings are cancelled.

## Directions for ALL CIVIL (CA) Hearings Before the Civil Magistrate: - Effective

**Immediately:** In order to submit the Order of Referral to the assigned Circuit Judge, please refer to the Collier Clerk's system [Showcase](#) for the correct Circuit Judge. ALL FORECLOSURE MOTIONS FOR SUMMARY JUDGMENT and/or FORECLOSURE DEFAULT JUDGMENTS MUST BE SCHEDULED WITH THE CIRCUIT JUDGE. Please refer to the Circuit Judge's directions for scheduling those Motions on JACS.

**ORDER OF REFERRAL:** When submitting your Order of Referral to the assigned judge for signature, DO NOT SEND COPIES or ENVELOPES for Orders of Referrals UNLESS there are self-represented parties. **The Clerk of Court will e-serve all COUNSEL OF RECORD.** [Click here for Order of Referral](#)

## Office Policies and Procedures

### SCHEDULING HEARINGS

Once the assigned Judge has signed the Order of Referral, please schedule your hearings with Magistrate Barger, following the procedures below. All hearings 30 minutes or less are to be scheduled through the Judicial Automated Calendaring System ("JACS"). Timeslots will be 10, 15, 20 or 30 minute increments.

**Hearings over 30 minutes** must be requested in writing and approved by the Magistrate before hearing time will be scheduled. The administrative assistant will contact the attorney's office to schedule these hearings.

You may not schedule back-to-back hearings to acquire a longer block of hearing time when using JACS (e.g. scheduling two 15-minute hearings to acquire 30 minutes, etc). If you schedule hearings improperly, the hearing(s) may be cancelled, sanctions may be assessed, and you may be blocked from the JACS system.

#### **RECOMMENDED ORDER PRESENTED AFTER HEARINGS**

ALL Reports and Recommendations for the Magistrate and Order Adopting shall be submitted by email to [CollierMagRecOrder@ca.ciis20.org](mailto:CollierMagRecOrder@ca.ciis20.org) (In WORD format). All counsel and pro se parties must be copied on the email where appropriate NO EX-PARTE COMMUNICATION will be considered. This email address is ONLY for the submission of cover letters with Report and Recommendation of the Magistrate and Order Adopting the Report and Recommendation.

**MEMORANDA:** Written memoranda on lengthy or complex motions are not necessary but if supplied, they must be they must be MAILED or HAND DELIVERED **at least five (5) business days prior to the hearing.** Memoranda or briefs to be considered by the Court for any hearing shall be limited to ten (10) pages in length on 8 1/2-by-11 inch paper, and shall also comply with the lettering and spacing requirements of Rule. 9.210(9)(2), Rules of Appellate Procedure. **NOTEBOOKS WILL NOT BE ACCEPTED.** Do not send to the Court a set of documents which consist only of pleadings in the court file.

#### **DOWNLOADS -**

- || [Magistrate Pamela Barger Civil Order of Referral to Magistrate](#)
- || [Magistrate Pamela Barger Civil Report and Recommendation of Magistrate](#)
- || [Magistrate Pamela Barger Civil Order Adopting Recommendation Magistrate](#)
- || [Magistrate Pamela Barger Probate Order of Referral to Magistrate](#)
- || [Magistrate Pamela Barger Probate Report and Recommendation of Magistrate](#)
- || [Magistrate Pamela Barger Probate Order Adopting](#)