



SHERRA WINESETT  
CIRCUIT JUDGE  
TWENTIETH JUDICIAL CIRCUIT OF FLORIDA

LEE COUNTY JUSTICE CENTER  
1700 MONROE STREET  
FORT MYERS, FLORIDA 33901

LOCAL PROCEDURES  
*Revised January 24, 2011*

TELEPHONE  
(239) 533-2600

TO ALL MEMBERS OF THE BAR:

LEGAL AUTHORITY/MEMORANDA OF LAW

Any legal authority or memoranda of law to be considered by the Court at a scheduled hearing should be submitted **at least 5 calendar days prior to** (not including) the date of the hearing. A copy of the **motion** scheduled to be heard **and the pleadings relevant to the motion** should also be provided to the Court.

If you believe a **memorandum of law** is needed, it **should not exceed 10 pages**, shall be doubled spaced and shall otherwise comply with Florida Rules of Appellate Procedure 9.100(d). Case or statutory law cited should be attached and the important point(s) of the case should be highlighted. String cites should be used sparingly, and any conflict among the district courts of appeal should be noted.

**Case law** submitted (which need not be accompanied by a memorandum of law) **should be accompanied by a summary** setting forth (1) the elements, facts or governing law that needs to be established at the scheduled hearing in the case before the Court, and (2) the name of the case being submitted, its citation, a brief statement of the facts of the case, and the holding of the case on the issue for which the case is being submitted. Only case or statutory law directly on point on the issue(s) to be addressed at the hearing should be included. All cases should have been shepardized and counsel should be prepared to discuss the facts and holding of the case and to advise the Court of any conflicts among the district courts.

Memoranda of Law, legal authority or summaries provided to the Court, must be accompanied by a **certificate of service showing service on all parties**.

**FAILURE TO COMPLY WITH THE FOREGOING PROCEDURE OR SUBMISSION OF VOLUMINOUS CASE LAW MAY RESULT IN THE HEARING BEING CANCELLED AND RESCHEDULED.**

  
SHERRA WINESETT, Circuit Judge