

Judge Kimberly Davis Bocelli Office Information

Proposed Orders – Shall be submitted electronically via the Florida Courts E-Filing Portal <https://www.myflcourtagency.com/> by selecting “**proposed documents**” (the fourth option down on the page with the map of Florida on it), and choose **Judge Kimberly Bocelli**.

- ✓ Pro se parties are able to submit orders via paper mail to the judge’s office, all other documents (motions, exhibits, correspondence) need to be filed with the clerk’s office.

Scheduling - If you are an attorney seeking to schedule a motion hearings must be scheduled through the Judicial Automated Calendar System (“JACS”). JACS can be accessed online at [JACS ONLINE](#)

- ✓ To schedule hearings involving eviction actions contact Adela, Judicial Assistant at 239-533-2852
- ✓ Pro Se parties contact Judge Bocelli’s Judicial Assistant, Adela at 239-533-2852
- ✓ All hearings of 30 minutes or less will be considered a standard hearing. Standard hearings must be scheduled through the Judicial Automated Calendar System (“JACS”). JACS can be accessed online at [JACS ONLINE](#) . Timeslots are available in 5 and 15 minute increments. To locate 30 minute hearing time, find two consecutive 15 minutes timeslots.
- ✓ All hearings that require 45 minutes or more will be considered an extended hearing. The procedure for scheduling an extended hearing will be as follows:
- ✓ The party seeking the extended hearing time shall file a Motion for Extended Hearing Time that sets forth:
 - The motion or motions to be heard and the date(s) said motions were filed,
 - The amount of extended hearing time being sought,
 - The reason why the moving party is seeking extended hearing time, and
 - The timeframe within which the moving party would like the hearing to be held
 - Once the Motion for Extended Hearing Time is filed the party seeking the extended hearing shall contact the Judicial Assistant at 239-533-2852 to seek hearing date/time options.
- ✓ Judge Bocelli’s office does NOT schedule coordinate or schedule hearings via email.

Copies/Case Law needed for hearings Judge Bocelli does NOT want a binder or other paper copies of documents mailed to the office for a hearing. Please file everything in the court file, and he will review it electronically.