JUDGE RAMIRO MAÑALICH
Collier County Courthouse
3315 Tamiami Trail East, Suite 405
Naples, FL 34112
Email: mfechner@ca.cjis20.org

Hearings up to 30 minutes can be scheduled online through JACS. Hearing requests for longer than 30 minutes need to be emailed to mfechner@ca.cjis20.org. Also, parties may consent to the Magistrate to set a hearing also.

Zoom log in information as set forth pursuant to the Court's procedures uses the following Zoom codes:
(See 20th Circuit Administrative Order 2.40 regarding use of Evidence.)

Zoom Link: https://zoom.us/j/4174663607

- **Zoom ID: 417 466 3607**
- **NO PASSCODE REQUIRED**

All order should be submitted through the E-Portal at https://myfloridaaccess.com under "PROPOSED DOCUMENTS" unless directed otherwise by the court.

Do not email the proposed orders to the Court and then send a hard copy through the mail or through the e-portal. (Especially if your hearing has not been held yet).

Do not include signature line, "done and ordered," date line, or conformed copies info. The electronic signature inserts its own signature line and the signature is dated when the Judge signs it.

Do not include headnotes, footnotes or inserts such as text boxes or pictures in your proposed orders. Make sure you have filed your notice of email address with Clerk so that you receive copies via electronic service. The court does not check the electronic service lists.

"Essential Court Proceedings" as defined by the Florida Supreme Court, may be conducted in a courtroom with attorneys and parties present. Such proceedings in the civil division include emergency temporary guardianships, injunction for protection of the elderly, and Baker and Marchman Acts proceedings.

AO2.40 Evidentiary hearings and NJT during Covid-19

EXHIBITS for evidentiary proceedings including non-jury trials: See 20th Circuit Administrative Order 2.40. **File exhibits in court file 5 BUSINESS DAYS BEFORE YOUR COURT PROCEEDING**. You may file exhibits together in one filing **BUT MUST file an index with said filing that indicates the page numbers at which EACH exhibit occurs in the filing. ALL EXHIBITS MUST BE IDENTIFIED BY PARTY and NUMBERED OR LETTERED.** REMEMBER that hearings must be designated as evidentiary in order to use

exhibits. Exhibits do NOT include copies of pleadings and motions filed in the court file or case law.

CASE LAW: If you wish to forward case law to the Judge for a court proceeding that is NOT cited in the Motion or other court cases, please forward them via U.S. mail to our office.

ATTORNEYS: Please read and follow the Standards of Professional Courtesy and Conduct for Lawyers Practicing in the Twentieth Judicial Circuit found at **www.ca.cjis20.org/pdf/ao/ao_2_20.pdf**.

LEGAL ASSISTANTS and PARALEGALS: Please read these procedures and remind your attorneys to do so also.

I. 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:

(A) Identify with specificity the previously filed pleading or document referenced therein, or the motion being scheduled for hearing;

(B) 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

(C) 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.

(D) Attorneys must comply with ***Administration Order 2.35(2)(3) Re: docket # in JACS, or those hearings will be cancelled.***

II. PROBATE HEARINGS: Pursuant to Fla. Prob. R. 5.095 all motions in probate cases should be scheduled through the Judicial Administration Calendaring System ("JACS") with the magistrate. All motions heard before the Magistrate must have an Order of Referral from the judge.

***Starting October 26, 2022**- the following changes:

Magistrate Barger- will cover *ALL* civil cases and ALL probate cases.

If you need one hour or more of hearing time for your probate issue, please call General Magistrate's office directly at **239-252-8670** to schedule your matter. All other matters (such as notices for trial or objections to the magistrate) are to be scheduled by submitting a cover letter requesting it via US mail to our office.

Please make sure that ALL CIVIL Orders of Referral are sent to the referring Judge specifying

the name of the Magistrate that is assigned to your case.****

III. Click here for all Collier Magistrate Downloads

IF A WRITTEN OBJECTION TO THE MAGISTRATE HAS BEEN FILED, you may schedule your motion on Judge Mañalich's calendar if the required length of time for your hearing is 20 minutes or less. You may also schedule deficiency judgments, contested summary judgments and default judgments with Judge Mañalich if your required length of hearing time is 20 minutes or more. Submit a cover letter requesting a special set hearing and it MUST include the motion(s) and Clerk's docket # via U.S mail.

V. ORDERS PRESENTED AFTER HEARINGS*

******* We do not hold orders pending objections from opposing counsel. Your options are:
WORD FORMAT ONLY

******* Don't include signature line, 'done and ordered'/date line, or conformed copies info. The electronic signature inserts its own signature line and the signature is dated when the Judge signs it.

******* Don't include headnotes, footnotes or weird inserts like text boxes or pictures in your proposed orders.

1. Be prepared at the hearing with a proposed order, appropriate copies and envelopes.

2. If you cannot agree on the language in the order at the time of hearing, you should:

(A) Consult with opposing counsel and work out a stipulated order as to form

And/or

(B) Mail a stipulated order after the hearing stating in your cover letter that opposing counsel has reviewed the order presented and has no objection thereto,

And/or

(C) Agreed orders are to be uploaded through the portal in Word Format ONLY to Judge Mañalich

Orders tendered that are not stipulated or agreed to by all counsel will be returned or discarded unexecuted to the party presenting the order. If you cannot reach opposing counsel, keep trying. This is not an acceptable reason for submitting an order without prior review by opposing counsel. If opposing counsel refuses to agree or stipulate to the form of the order, please advise the Judge in writing and send it via snail mail. The Judge will then review all proposed orders, and if necessary, will schedule another hearing.

VI. TRIAL DOCKETS: For ease of scheduling and in an effort to assign trial dates more quickly, jury and non-jury trials are combined on the same docket. When a Notice of Trial is filed in none foreclosure cases, the following occurs:

1. The Clerk e-mails a copy of the Notice of Trial to the judicial assistant.

2. The case information will be forwarded to the Civil Case Manager's office for the scheduling of a Case Management Conference.

Once your case is scheduled for trial, it is the responsibility of the lawyers to keep the judge's office informed. Our office cannot possibly call all the lawyers on a trial docket to check the status of each case prior to trial. Please let us know when you have settled or otherwise disposed of your case. **Please cancel your trials and hearing dates. Remember to fill out and file Form 1.998 (Final Disposition Form): see the Forms for use in Rules of Civil Procedures.** Once placed on a trial docket, cases may need to be taken out of order so we can dispose of as many cases as possible in a trial period. We do not give preference to certain lawyers, parties or cases. We put your trial where it will fit. We are truly empathetic when this is not convenient for you.

VIII. MEMORANDA: Written memoranda on lengthy or complex motions are generally not requested by the Court. You may, however, file any documents in the court file with the Clerk of the Courts.

IX. MISCELLANEOUS: Please send a letter of transmittal with all pleadings sent to our office except for existing pleadings already in the file. You know what you want - we can only guess when an unexplained pleading comes in a month or so after the proceeding to which it relates. In most cases, the unexplained pleading will receive no action or be discarded.

Thanks for your cooperation! Others who may assist: Court Administration:

239-252-8800