

Margaret O. Steinbeck
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M E M O

Re: Procedure for Telephonic Hearings
Date: June 28, 2006

**Use of communication equipment (including participation by telephone) is governed by
Rule 2.071 of the Florida Judicial Administration Rules.**

Phone hearings are generally limited to 15 minutes or less in duration. The time is divided equally between all parties.

Pursuant to Florida Judicial Administration Rule 2.071(b), **PARTY/COUNSEL SETTING HEARING MUST:**

1. File a written request with the Clerk of the Court to appear telephonically, with a copy to opposing party and the judge's office.
2. The judge will call from the bench, therefore, the movant's request must provide one of the following:
 - a) **the request must authorize the court to call the movant "collect" and must provide the court with the telephone number where the movant can be contacted; OR**
 - b) **the request must provide the court with a toll free number; OR**
 - c) **the request must provide the court with a number to contact a pre-arranged conference with AT&T or a conferencing service; OR**
 - d) **the movant can mail the court a "phone card."**

Please refer to Florida Judicial Administration Rule 2.071(d) regarding telephonic testimony. Telephonic testimony (at a hearing or trial) may only be permitted *with the consent of all parties*.

Note: The court cannot support more than two parties appearing by phone at a hearing. In addition, the court will not be responsible for any parties who cannot be reached or incur any problems with telecommunications that may arise during a telephone hearing, including but not limited to, a party not being able to hear the proceedings.

Any Memorandum of Law or legal authority to be considered by the court should be provided to the court for receipt no later than three (3) days prior to the scheduled hearing. Failure to do so may result in a continuance of the scheduled hearing, or, alternatively, the judge will not consider your written argument/legal authority. All law provided must be either hand delivered or mailed to the Judge's office along with a Certificate of Service showing service on all parties.

Margaret O. Steinbeck (electronically signed)
MARGARET O. STEINBECK, Circuit Judge
Lee County, Family Division