

CIRCUIT JUDGE DONALD H. MASON
OFFICE AND COURTROOM PROCEDURES
CRIMINAL DIVISIONS

CRIMINAL DIVISION

Effective November 15, 2019, all proposed Orders (with very few exceptions) must be submitted electronically via E-mail to Judge Mason.

[Click here for Procedure](#)

PROBATE DIVISION

The Court requires the submission of completed Probate Checklists when submitting most proposed Orders. Before sending proposed Orders to Judge Mason that will require his review of online documents, before entering the orders, check the Clerk's website to make sure all required supporting documents are viewable online. If the documents have not been filed with the Clerk's office the order will not be considered.

MAGISTRATE KOCH:

Probate motions may also be scheduled before Magistrate Koch, with an Order of Referral. Please contact the Magistrate's office for hearing time prior to contacting Judge Mason's office. Attorneys may schedule those hearings by contacting the Magistrate's Assistant at (941) 637-2213.

GENERAL MOTION SCHEDULING:

Access to JACS is for your use in finding available dates for hearings. All hearings must be scheduled through Jessica at jgibbs@ca.cjis20.org E-mail is Jessica's preferred method of scheduling hearings but you may also call to do so.

When e-mailing our office to set a hearing, the following information is required from your office:

1. Case Number
2. Case Name
3. The Motion(s) or Petition(s) to be heard
4. The amount of time requested for the motion or petition

Motions or Petitions must be filed with the Clerk before scheduling a hearing on JACS.

As a courtesy to the other side, the attorneys must clear the hearing time with the opposing party before booking the hearing. This is extremely important if the hearing involves testimony and the scheduling of witnesses to attend the hearing. Once you have coordinated with opposing counsel you will need to contact Jessica to obtain confirmation.