

## JUDICIAL PRACTICES AND PROCEDURES (LAST MODIFIED DECEMBER 2025)

Michael Powell, County Judge  
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### Contact Information

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### A. COMMUNICATIONS WITH THE JUDICIAL OFFICE

- **Method of Communication:** All communications to the judicial office must be submitted by e-mail to Judge Powell’s Judicial Assistant, Reena at [RBozich@ca.cjis20.org](mailto:RBozich@ca.cjis20.org) , the dedicated division e-mail. The subject line must contain the case number, case name, and relevant matter (e.g., 2024 DR 001234 SC – Doe v. Doe – Hearing Request.)
- **Ex-parte Communications:** All communications with the judicial office must comply with Canon 3 of the Code of Judicial Conduct, which prohibits a judge from initiating, permitting, or considering ex-parte communications and from considering other communications outside the presence of the parties concerning a pending or impending proceeding, unless authorized by law. All parties must be copied on any e-mail directed to the judicial office, unless an ex-parte communication is authorized by law. All letters, emails or other written communications sent to the Judge should be filed with the Clerk of the Court and provided to the attorneys or litigants in a case. The Court is only allowed to consider evidence and arguments made in the courtroom and in documents properly filed

in the case as authorized by law and the Rules of Court. The Court cannot ethically read or consider any other evidence or arguments about the case.

- **Unsolicited Communications:** Any unsolicited communications from non-parties will not be considered by the court. Parties may only contact the judicial office in accordance with these practices and procedures.
- **E-Filing Portal Contact Information:** All attorneys and self-represented litigants must provide an e-mail address to receive signed orders electronically, unless excused. Fla. R. Gen. Prac. & Jud. Admin. 2.516. It is the responsibility of attorneys and self-represented litigants to provide and/or update their contact information using Form 12.915. The Designation of Current Mailing and E-mail Address form can be found here: [https://flcourts-media.flcourts.gov/content/download/685859/file\\_pdf/915%208.25.23.pdf](https://flcourts-media.flcourts.gov/content/download/685859/file_pdf/915%208.25.23.pdf)
- **Response to Inquiries:** The judicial assistant is not authorized to provide legal advice. The judicial assistant strives to substantively respond to all e-mail inquiries within one (1) business day. If the judicial assistant is out of the office, your message will be acknowledged as received with an indication of when to expect a substantive response and alternate contact for immediate assistance.
- **Other Communication Procedures:** Any e-mail sent to or from the judicial office may be a public record and subject to disclosure.

## **B. SCHEDULING PROCEDURES**

- **Court Schedule:** Judge Powell's general calendar may be viewed on his judicial profile webpage at: [https://www.ca.cjis20.org/About-The-Court/jud\\_profile.aspx?judge=powell](https://www.ca.cjis20.org/About-The-Court/jud_profile.aspx?judge=powell) under "View My Court Schedule".
- **Scheduling Hearings:** Hearing time must be requested by e-mail to: [RBozich@ca.cjis20.org](mailto:RBozich@ca.cjis20.org). Prior to requesting hearing time, motions **must** be filed with the Clerk of Court and **viewable** in the case file online. Verify the motion is viewable before requesting a hearing. The e-mail request must contain the case number, case name, the motion to be heard and the amount of time to be reserved. Co-ordinate hearing time with opposing counsel. Once the parties have mutually agreed to a date/time, e-mail the Judicial Assistant at [RBozich@ca.cjis20.org](mailto:RBozich@ca.cjis20.org) to confirm availability.

If the parties are unable to identify a hearing date and time, the scheduling party should e-mail the Judicial Assistant, copying opposing counsel and any self-represented litigants if available. If the scheduling party has not received a response within a reasonable amount of time from opposing counsel, the scheduling party should e-mail the Judicial Assistant, copying opposing counsel and any self-represented litigant, to request the hearing be set unilaterally. You will receive an e-mail from the Judicial Assistant confirming the hearing has been added to the Judge's calendar.

- **Notice of Hearing:** A notice of hearing must be filed and served immediately after receiving a confirmation e-mail from the Judicial Assistant. If a Notice of Hearing is not filed, the Motion will not be heard. A Notice of Hearing must comply with Administration Order 2.35, which must include the name of the motion to be heard and the date the motion was filed. Parties must comply with the conferral and certification requirements in [RULE 1.202. CONFERRAL PRIOR TO FILING MOTIONS — FloridaRule.com](#) and [Rule 1.460 Continuances: Stricter 2025 Standard for Trial Postponement — FloridaRule.com](#). All Notices of Hearing must contain the ADA notification required by Florida Rule of General Practice and Judicial Administration 2.540.

A notice of hearing involving any remote appearance must list the judicial Zoom credentials. All notices of hearing must contain the ADA notification required by Florida Rule of General Practice and Judicial Administration 2.540.

- **Submission Deadlines:** All hearing materials must be electronically filed with Clerk of the Court. The court must be able to view the materials online no later than three (3) business days prior to the hearing. Copies of all hearing materials must be provided to all parties/counsel.
- **Order of Proceedings:** Matters will be heard in the order determined by the Judge. Parties represented by attorneys will generally be heard first.
- **Continuance Procedure:** A request for continuance must be submitted at least five (5) days prior to the scheduled court date. Continuances are disfavored and will be granted only upon good cause shown. Successive continuances are highly disfavored. Lack of due diligence is not grounds for granting continuance. Motions for continuance must state with specificity: (1) the basis of the need for the continuance, including when the basis became known to the movant; (2) whether the motion is opposed; (3) the action and specific dates for the action that will enable the movant to be ready, including, but not limited to, confirming the specific date any required participants are available; and (4) the proposed date by which the case will be ready to proceed and whether that date is agreed by all parties. Except for good cause shown, the motion must be signed by the party requesting the continuance, as required by Florida Rule of General Practice and Judicial Administration 2.545(e).
- **Cancelling Hearings:** You must cancel hearings by notifying the Judicial Assistant immediately via e-mail at [RBozich@ca.cjis20.org](mailto:RBozich@ca.cjis20.org). You must also immediately file and serve a notice of cancellation on opposing counsel and any self-represented litigant.

## C. REMOTE APPEARANCE

- **Remote Appearance Procedure (non-juvenile):** The court maintains a hybrid virtual courtroom for some court hearings, allowing parties to appear either in person or remotely, as provided by Florida Rule of General Practice and Judicial Administration 2.530. Requests to use communication technology for an appearance must be made by motion a minimum of five (5) business days prior to the hearing. Once the motion is viewable online, you must electronically submit a proposed order through the portal for consideration.

- **Platform Used:** The court uses Zoom for remote appearance.

### **JUDGE POWELL’S VIRTUAL COURT INFORMATION (non-juvenile)**

Join Zoom Meeting

<https://zoom.us/j/5109845491?omn=92476379154>

Meeting ID: 510 984 5491

(no passcode required)

- **Remote Appearance Procedure for Juvenile proceedings:** The court maintains a private virtual courtroom for the juvenile docket. Each hearing will have a new meeting room ID with passcode. At the end of each month, the Judicial Assistant will distribute by e-mail, meeting ID information with passcode to the necessary individuals for the upcoming month.
- **Requirements:** All participants must appear by audio AND video. The Court must see you in order to participate. Any person appearing remotely must:
  - Be in a private, quiet location free from distractions.
  - Not appear remotely from a moving vehicle.
  - Dress as if you are attending court in person, this is a courtroom (no sleeveless tops, no non-prescription sunglasses, no hats).
  - Refrain from eating, drinking, smoking, vaping, chewing gum or tobacco.
  - Ensure your screen name is your legal name.
  - Leave your video off until such time your case is called.
  - When your case is called, clearly announce your name, if you are an attorney as well as the individual you represent.
  - Participants are encouraged to test Zoom before the hearing; the Court will not provide technical support for Zoom participants or attendees.
  - Refrain from sending direct message to the Judge on chat.
- Any person appearing remotely must behave professionally in the same manner as if physically present in the courtroom. If a witness appears remotely, the party calling the witness must ensure the witness has a functioning camera and microphone and has tested the internet connection before the hearing. The oath will be administered in accordance with Florida Rule of General Practice and Judicial Administration 2.530.

## **D. SUBMISSION OF ORDERS AND JUDGMENTS**

- **Format:** All proposed orders must be submitted in **Word format only** and accompanied by a cover letter either (1) certifying that all parties agree to the order or (2) containing a statement identifying any disagreement of the parties as to the proposed order. Do not include headnotes, footnotes, inserts such as text boxes or pictures, any reference to date, signature line, Judge’s name and Certificate of Service after “Done and Ordered”.
- **Submission Method:** Submit all proposed orders through the Florida e-filing portal at: <https://www.myflcourtaccess.com/authority/>. Proposed orders are **not** accepted by e-mail.

## **E. COURTESY COPIES OF CASE LAW AND OTHER DOCUMENTS**

- **When Required:** Courtesy copies of case law must be electronically filed with the Clerk of the Court for any evidentiary proceeding.
- **Submission Method:** All courtesy copies of statutes, case law and other legal documents for the court must be filed with the Clerk of the Court for the case file. Parties must provide opposing counsel with all documents provided to the Court.
- **Deadline for Submissions:** Courtesy copies must be electronically filed with the Clerk of the Court no later than three (3) business days before any evidentiary proceeding.

## **F. EMERGENCY AND OTHER URGENT MATTERS**

- **Requirements:** If a party believes there is a factual basis for setting an emergency hearing, a detailed motion setting forth the following must be filed: (1) the issues to be resolved, (2) reasons why an emergency hearing is necessary, and (3) the amount of time needed for each party's presentation. All requests for an Emergency hearings must be submitted to the Judicial Assistant via email to [RBozich@ca.cjis20.org](mailto:RBozich@ca.cjis20.org) with a copy of the Motion.
- **Scheduling:** If the Court determines that an emergency exists, a hearing will be scheduled unilaterally by the court. All parties shall make themselves available for the emergency hearing, barring exigent circumstances.

## **G. EXHIBITS FOR EVIDENTIARY PROCEEDINGS**

- **Submission Method:** Submit all exhibits electronically with the Clerk of the Court for the case file.
- **Format:** All attorneys and self-represented litigants must bring sufficient copies of each exhibit for the Clerk, the Court, and each party to review during the hearing or trial. Exhibits must be labeled in the following format; 'Petitioner/Plaintiff 1' or 'Respondent/Defendant A'.
- **Deadline for Submissions:** All exhibits must be filed with the Court three (3) business days before the evidentiary proceeding.

## **H. PRETRIAL PROCEDURES AND CONFERENCES**

- **Case Management Conference:** The Court will set a Case Management Conference after Arraignment. All Case Management Conference are mandatory for attorneys and self-represented litigants. Parties represented by counsel are not required to appear at a CMC so long as a proper Waiver of Appearance is filed and viewable online.
- **Calendar Call:** The Court will announce the Calendar Call date at Case Management. Calendar Call is **MANDATORY** appearance date; all Attorneys and the Defendant **MUST**

be personally present at the Calendar Call. Parties must be prepared to disclose to the Court: (1) number of witnesses they expect to call in their case, (2) how long the case is anticipated to take to complete the Trial.

- **Discovery:** Absent good cause shown, all discovery shall be concluded and disclosed to the opposing party no later than Calendar Call where the party announced “ready” for trial.
- **Pre-Trial Order:** Will be prepared by the Court and sent to the parties after Case Management outlining dates discussed at Calendar Call.
- **Motion to Continue and Pleas at Calendar Call:** The Court will entertain motions to continue and will entertain negotiated pleas. If at the Calendar Call the parties announce “ready” for trial and the case is subsequently set for trial, absent good cause shown, the Court will **not** entertain motions to continue **the day of trial**. Continuances shall **not** be granted on the day of trial except in the rare occasion when the Due Process rights of the parties would otherwise be adversely affected or the fair administration of justice dictates a continuance.
- **Pre-Trial Motions:** Absent good cause shown, all pre-trial motions must be filed no later than 2 days prior to the Calendar Call where the party announced “ready” for trial. The filing of “late motions” after this time period which cause the non-moving party to not be ready for trial, may result in the case being continued and the continuance charged against the party filing the late motion. The parties must be aware that the filing of Motions within days of the Calendar Call may limit the ability of the parties to schedule hearing time on said Motion prior to the commencement of trial.
- **Filing of Motions:** The filing of last minute motions and the inability to secure hearing time due to the Court’s calendar is not good cause dictating the necessity to hear motions on the day of trial. **In short: plan ahead.**

Absent Good Cause shown, all previously filed motions must be scheduled to be heard a minimum of three (3) business days prior to the commencement of jury selection.

Absent Good Cause shown the Court will **not** entertain substantive motions, motions in limine or motions to suppress on the day of trial. Such motions not filed in conformity with this order, motions that should have been reasonably obvious prior to Calendar Call or motions whose grounds should have been known to the moving party through the exercise of due diligence prior to announcing “ready” at calendar call may **not** be heard after announcing “ready” for trial and therefore may be waived.

- **Evidentiary Issues/Physical Evidence:** The parties should work diligently to identify potential evidentiary issues that deal with the admissibility of physical evidence. If potential issues regarding the admissibility of physical evidence, or its partial admissibility, or exclusion in whole or in part, are identified, it should be brought to the Court’s attention prior to the commencement of trial. This section is particularly targeted at video, audio and photographic evidence. To the extent permissible, these issues should be addressed in advance of the commencement of the trial.

## **I. JURY INSTRUCTIONS:**

The State is responsible for the preparation of any and all standard jury instructions that are anticipated to be utilized in the case. Said jury instructions must be prepared and brought to court on the MORNING of jury selection. The State shall prepare three (3) copies of the jury instructions and verdict form(s): a set for opposing counsel, a set for the Court and a set for the Jury. The State should present a copy of their proposed jury instructions to opposing party at least one (1) day prior to the commencement of jury selection. Should the defense anticipate requesting any standard jury instructions not proposed by the State and not included within the State's proposed jury instructions, the defense shall be responsible for preparing said instruction and shall present three (3) copies to the Court. If EITHER party anticipates requesting any special or non-standard jury instructions, the party making the request shall be responsible for the preparation of said special/non-standard jury instruction and shall prepare three (3) copies of said proposed special jury instruction(s).

**J. ADA ACCOMMODATIONS:** If ADA accommodations are required, please contact Court Administrative Service Manager, Jon Embury, within two (2) business days of the hearing at (941) 637-2281.

## **K. OTHER DIVISION PROCEDURES**

- **Interpreter Requests:** If an interpreter is needed for a hearing or trial, please visit the interpreter request page here:  
[https://www.ca.cjis20.org/Forms/interpreter\\_english.aspx](https://www.ca.cjis20.org/Forms/interpreter_english.aspx)
- **Courtroom Technology:** If the parties intend on utilizing the courtroom's technology for presentation of their case, they are required to contact Charlotte County Court Administration IT Department at [Charlottehelpdesk@ca.cjis20.org](mailto:Charlottehelpdesk@ca.cjis20.org) at least two (2) days prior to the commencement of trial. Do not assume technology is available without confirmation from our IT Department.

**\*\*Parties must give a minimum of 24 hour notice to the Office of the Court Administration for all requests of any and all electronic equipment needed for trial\*\***