

**DOCUMENT SUBMISSION PROCEDURE FOR MAGISTRATE  
(FAMILY & CIVIL)**

**As of June 1, 2019 all documents must be submitted electronically.  
Hard copy paper submissions are no longer accepted.**

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All documents requiring signature of the **Magistrate** should be submitted by e-mail using the instructions contained in this document. E-mails must be sent to the following address:

[cha-magistrate@CA.CJIS20.ORG](mailto:cha-magistrate@CA.CJIS20.ORG)

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**GENERAL INFORMATION**

**1. ALL SUPPORTING DOCUMENTS MUST BE VIEWABLE:**

Before sending proposed Report and Recommendations of the Magistrate and Orders on Reports that will require Magistrate Koch's review of online documents, check the Clerk's website to make sure that all required supporting documents are viewable online. Do not send the proposed Report and Recommendations of the Magistrate and Orders on Reports until the supporting document(s) are viewable on the clerk's site. **When the E-Filing Portal acknowledges receipt of your e-filed document, it is not immediately viewable on the Clerk's website. Wait until you can view the recently filed document(s) on the Clerk's website** before you e-mail the proposed Report and Recommendations of the Magistrate and Orders on Report to the Magistrate's office.

**2. ELECTRONIC SUBMISSION OF REPORT AND RECOMMENDATIONS OF THE MAGISTRATE AND ORDERS ON REPORTS:**

Proposed Report and Recommendations of the Magistrate and Orders on Reports may be sent directly to the Magistrate at the appropriate email address: [cha-magistrate@ca.cjis20.org](mailto:cha-magistrate@ca.cjis20.org). Once the Magistrate has signed the Report and Recommendations of the Magistrate and the exceptions period has expired, the judicial assistant will forward the accompanying and Orders on Report to the Judge. **Do not route proposed Report and Recommendations of the Magistrate and Orders on Report through the Clerk.** If certain Clerk action is needed, send the document/request directly to the Clerk.

**3. WHOM TO CONTACT WITH QUESTIONS:**

- Clerk's Office Manager Marie Hicks will respond to questions regarding the **Clerk's** e-filing processes at [marie.hicks@charlotteclerk.com](mailto:marie.hicks@charlotteclerk.com)
- Documents must be submitted electronically to:  
[cha-magistrate@CA.CJIS20.ORG](mailto:cha-magistrate@CA.CJIS20.ORG). **This email address is for electronic submission of documents only. Any additional correspondence should be limited to information pertaining to the filing of any attached documents.**
- All other inquiries, scheduling requests, etc. should be directed to:  
[ksandroch@ca.cjis20.org](mailto:ksandroch@ca.cjis20.org).

*E-mail is the much preferred method of communication.*

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**ELECTRONIC SUBMISSION OF PROPOSED  
REPORT AND RECOMMENDATIONS AND ORDERS ON REPORT  
TO THE MAGISTRATE:**

**1. DOCUMENT FORMAT:**

- ./ All electronically submitted Report and Recommendations of the Magistrate and Orders on Report **MUST** be submitted to the Court utilizing recent versions of Microsoft Word.
- ./ No other formats will be accepted. Recent versions of Word include all versions from 2003 to now with a "docx" file type. "RTF, PDF, etc." files are not acceptable.
- ./ WordPerfect documents must be converted to Word files.
- ./ It is recommended to save any forms/downloads available on the 20th Judicial Circuit Court website locally. In the event that there is a computer outage at any of the several transmission nodes or networks that must be working in order for this process to work, you will retain the option to return to the previous practice of hard copy paper submission and continue functioning with limited interruption of service.
- ./ **EXHIBITS:** Whenever possible, submit marked exhibits directly following the Report and Recommendation of the Magistrate within the same Word Doc. You can simply include "Exhibit A", etc. in the footer of the document. If this is not possible, you may submit marked exhibits in PDF format, Excel spreadsheet or like formats.

**2. ORDER FORMAT:**

- ./ Report and Recommendations of the Magistrate and Orders on Report must be **two separate documents**.
- ./ Report and Recommendations of the Magistrate and Orders on Report should be reviewed and edited so any paragraphs that are **unnecessary or irrelevant to that case are stricken**.
- ./ **All Reports and Recommendations of the Magistrate should end as follows:**

WHEREFORE, the General Magistrate files this Report with the Clerk of the Circuit Court and recommends entry of an Order approving same.

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ROBERT F. KOCH  
GENERAL MAGISTRATE  
TWENTIETH JUDICIAL CIRCUIT

Service List:  
John Doe, Esq. <johndoe@court.com>  
Jane Smith, 123 Elm Street, Anywhere, FL 12345

**DONE AND ORDERED in Chambers at Punta Gorda, Charlotte County, Florida.**

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MARY C. EVANS, CIRCUIT COURT JUDGE

Service List:

John Doe, Esq. <johndoe@court.com>

Jane Smith, 123 Elm Street, Anywhere, FL 12345

**./ All CIVIL Orders on Report and Orders of Referral and Notice of Hearing should end as follows:**

**DONE AND ORDERED in Chambers at Punta Gorda, Charlotte County, Florida.**

\_\_\_\_\_  
GEOFFREY H. GENTILE  
CIRCUIT COURT JUDGE

Service List:

John Doe, Esq. <johndoe@court.com>

Jane Smith, 123 Elm Street, Anywhere, FL 12345

### **3. COMMUNICATION WITH OPPOSING PARTIES:**

- ./ Do not attach cover letters to the e-mail. Place the information normally contained in the cover letter, into the body of the email with the attached proposed Report and Recommendations of the Magistrate and Orders on Report. Submit envelopes for pro se parties, or litigants without a designated E-mail address, and include a hard copy of the e-mail with the envelopes. In addition, include in the body of the e-mail the name and mailing addresses of pro se parties and litigants who have not designated e-mail addresses.
- ./ As with hard copy cover letters, copy opposing counsel with the e-mail and pro se parties/interested persons who must be served and who have designated an e-mail address (or by mail if there is no designated email address)
- ./ Report and Recommendations of the Magistrate and Orders on Report must be prepared and circulated to all attorneys/parties for approval **before** submitting to the court.
- ./ If all attorneys/parties do not agree to the language contained in the Report and Recommendation of the Magistrate and Order on Report, an e-mail containing a cover letter by the person who is disputing the language in the report and order must be sent to the Magistrate detailing the language disagreement by the attorneys.
- ./ DO NOT include the Magistrate on your e-mails back and forth regarding the terms

of the proposed Report and Recommendations of the Magistrate and Orders on Report.

- ./ **DESIGNATION OF E-MAIL ADDRESS:** Counsel is encouraged to request that pro se litigants and unrepresented interested parties who must be served with the Report and Recommendations of the Magistrate and Orders on Report agree to receive their copies by e-service via the E-Filing Portal. The form for designation of e-mail address can be found at one of the following links: [Family matters](#) or [Civil matters](#). Note: the form requires that the unrepresented party or interested person sign the document under oath before a notary. *Attorneys are authorized to advise pro se litigants that the Court requests that they agree to Portal e-service, but that they are not required to do so.*
- ./ **NO DESIGNATION OF E-MAIL ADDRESS:** In cases where there are pro se parties or parties' have not designated an e-mail address, the Court will print copies of electronically signed Report and Recommendations of the Magistrate and Orders on Report and mail them hard copy. Stamped addressed envelopes must be furnished by the attorney who submitted the proposed Report and Recommendations of the Magistrate and Orders on Report.

#### **4. EMAILING ORDERS:**

- ./ Both the Report and Recommendations of the Magistrate and Orders on Report documents should be attached to the submittal email. You must save Report and Recommendations of the Magistrate and Orders on Report as two separate documents. **Be consistent with the saved document names.** The Report and Recommendations of the Magistrate and Orders on Report are two separate documents, traveling together. Consistent file names will help ensure that the two documents remain together and avoid unnecessary delays.
- ./ Anything submitted to the Magistrate for signature must be sent to [cha-magistrate@ca.cjis20.org](mailto:cha-magistrate@ca.cjis20.org).

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- **Family matters** email subject line must be:  
"FAM – R&R/Order – Smith v. Doe/19-123DR"
  - **Civil matters** email subject line must be:  
"CIV – R&R/Order – Smith v. Doe/19-123CA"

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- ./ **Submittals sent to the judicial assistant's e-mail address will not be accepted.** Failure to send e-mails to the correct e-mail address will result in a failure to issue the proposed Report and Recommendations of the Magistrate and Orders on Report.
  - ./ When a party is pro se or any party who has not designated an e-mail address, the Court will print copies of electronically signed Report and Recommendations of the

Magistrate and Orders on Report and mail by hard copy to pro se parties or any party who has not designated an e-mail address. Stamped addressed envelopes must be furnished by the attorney who submitted the proposed Report and Recommendations of the Magistrate and Orders on Report.

- ./ When a Report and Recommendations of the Magistrate and Orders on Report has a pro se party on the service list, the electronic submission of the Report and Recommendations of the Magistrate and Orders on Report must contain a reference in the subject line of the e-mail.

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- **Family matters** with forthcoming envelopes subject line must be:  
"FAM – R&R/Order – Smith v. Doe/19-123DR (envelopes submitted)"
  - **Civil matters** with forthcoming envelopes subject line must be:  
"CIV – R&R/Order – Smith v. Doe/19-123CA (envelopes submitted)"
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- ./ Include a hard copy of the e-mail with the envelopes. Report and Recommendations of the Magistrate and Orders on Report will not be processed until the appropriate envelopes are received. The attorney's office submitting the documents must include the name and address of those persons to be served by hard copy, in the body of the e-mail when submitting the proposed Report and Recommendations of the Magistrate and Orders on Report. It is expected that the judicial assistant will be able to simply cut and paste this text into the proposed order as a quick and easy operation.

***Any proposed documents submitted incorrectly will be rejected and must be resubmitted after the appropriate revisions have been made.***

## **5. REJECTED DOCUMENTS:**

- ./ If there is an error in your submission, you will receive a rejection email that contains an excerpt from these instructions with the appropriate specific information explaining the error highlighted. Please READ the error message and make appropriate revisions. The Judicial Assistant will not follow up on rejected documents. It is your responsibility to revise and resubmit.