IN THE CIRCUIT COURT OF THE TWENTIETH JUDICIAL CIRCUIT

CHARLOTTE COUNTY, FLORIDA CIVIL ACTION

,

 Plaintiff,

and Case. No.:

,

 Defendant(s).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

**ORDER OF REFERRAL TO GENERAL MAGISTRATE AND NOTICE OF HEARING**

 THIS CAUSE is referred to **General Magistrate, Robert F. Koch,** Civil Action, Twentieth Judicial Circuit, for further proceedings pursuant to Rule 1.490 of the *Florida Rules of Civil Procedure* and current administrative orders of the Court on the following issues:

**[FILL IN SPECIFIC MOTION(S)/MATTER(S) BEING HEARING]**

and any other matter related thereto.

**HEARING PLACE AND TIME**

 The hearing before the General Magistrate on these issues shall be held on:

**[DATE]** at **[TIME]** at the Charlotte County Justice Center, 350 E. Marion Avenue, Punta Gorda, Florida. **[LENGTH OF HEARING]** have been reserved for this hearing. Refer to the information monitor screen in the lobby to find out in which courtroom the hearing will be conducted.

**THIS IS AN IN PERSON PROCEEDING.**

Any party wishing to object to the referral to the Magistrate must file a timely objection.

 The General Magistrate is authorized to administer oaths and conduct hearings, as may be deemed necessary, which may include the taking of evidence. As soon as practicable, the General Magistrate shall file a Report and Recommendation, that contains findings of fact, conclusions of law, and the name of the court reporter if any.

 If required by the General Magistrate, the attorneys shall prepare the Recommended Order of General Magistrate. Failure to submit said Recommended Order of General Magistrate in a timely manner may result in sanctions being imposed by the presiding Circuit Court Judge.

**REVIEW OF THE REPORT AND RECOMMENDATION MADE BY THE GENERAL MAGISTRATE SHALL BE BY EXCEPTIONS FILED WITHIN 10 DAYS AFTER IT IS SERVED, AS PROVIDED IN RULE 1.490(i), *FLORIDA RULES OF CIVIL* PROCEDURE. ANY PARTY MAY FILE CROSS-EXCEPTIONS WITHIN 5 DAYS FROM THE SERVICE OF THE EXCEPTIONS. IF NO EXCEPTIONS ARE TIMELY FILED, THE COURT SHALL TAKE APPROPRIATE ACTION ON THE REPORT. IF EXCEPTIONS ARE TIMELY FILED, THE COURT SHALL RESOLVE THE EXCEPTIONS AT A HEARING ON REASONABLE NOTICE.**

 Any party filing exceptions will be required to provide the Court with a record sufficient to support the exceptions, or the exceptions may be denied. A record sufficient to support exceptions may require a written transcript of the relevant proceedings. The record shall include the court file, designated portions of the transcript of proceedings before the General Magistrate and all depositions and evidence presented to the General Magistrate. The designated transcript portions must be delivered to the Court and all other parties at least 48 hours before the hearing. If the party filing exceptions has less than a full transcript of the proceedings before the General Magistrate prepared, that party must promptly file a notice designating the portions of the transcript that will be transcribed, and the other parties must be given reasonable time after service of the notice to arrange for the preparation and designation of other portions of the transcript for the Court to consider at hearing.

 Though civil proceedings before a Judge are not electronically recorded by the Court, parties are advised that civil proceedings before a Magistrate ONLY will be electronically recorded by the Court, or alternatively, any party may elect to provide a live Court Reporter at that party’s own expense. If a live Court Reporter is provided by a party, a party may request an electronic certified copy of the proceeding on CD, at that party’s expense, and may then have the recording transcribed, at that party’s expense. Providing the Court with a copy of the CD, instead of a certified written transcript is insufficient for review by the Court of exceptions. Media request forms, procedures, and fees, and a list of approved Transcriptionists are available on the Court’s website, [www.ca.cjis20.org](http://www.ca.cjis20.org), or by calling the Court’s Electronic Court Reporting Department at 239-533-8207.

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

Service List:

[**John Doe, Esq. <johndoe@court.com.**

**Jane Smith**

**123 Elm Street**

**Anywhere, FL 12345**]

Proper dress is required. Shorts, tank or halter tops, undershirts, and individuals wearing caps or hats are forbidden. The judges have the authority to ban persons not appropriately dressed from participating in the proceedings.

**AMERICANS WITH DISABILITIES ACT**

**If you are a person with a disability who needs any accommodation in order to participate in this proceeding you are entitled, at no cost to you, to the provisions of certain assistance. Please contact Jon Embury, Administrative Services Manager, whose office is located at 350 E. Marion Avenue, Punta Gorda, Florida 33950, and whose telephone number is (941) 637-2112, at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.**

**[PLEASE REMOVE ANY RED DIRECTIVES BEFORE SUBMITTING**

**AND REVIEW FORMATTING TO FIX ANY ODD, NATURAL PAGE BREAKS BY ADDING OR REMOVING ANY UNECESSARY SPACES OR HARD RETURNS.]**