

COLLIER COUNTY
CHILD SUPPORT ENFORCEMENT HEARING OFFICER
OFFICE POLICIES AND PROCEDURES

Collier County Courthouse
3315 Tamiami Trail E
Naples, FL 34112

Deb Mravic, Civil/Family Division Director
(239) 252-2603

The **Child Support Enforcement** Hearing Officer presides pursuant to Florida Family Rules of Procedure 12.491

SCHEDULING HEARINGS (Collier County)

These timeslots will be in 10, 20 and 30 minute increments. If you need 30 minutes, please reserve for 30 minutes. Please don't schedule 10 or 20 minutes. The Hearing Officer will limit the length of the hearing to the time requested. ***If the hearing is not finished in time, the motion will have to be rescheduled.*** When estimating necessary hearing time, remember to include opposing counsel's time! Please request in writing to the Court for any requests of hearing time over 30 minutes.

If you are representing yourself and would like to request a hearing involving the Department of Revenue (Child Support) please file your written request with the Clerk of Court. If you have any questions please contact 239-252-2603.

Miscellaneous Hearing Notes:

Except for cancellations, there can be no changes, additions, swapping, or other alterations of the motion calendar. Attempts to accommodate such requests in the past have resulted in unnecessary confusion and inadequate notice to opposing counsel.

A party/attorney scheduling a hearing must **concurrently notice** the matter in conformance with the Florida Rules of Civil Procedure and ensure timely notice is served on all self-represented party or counsel of record in advance of the hearing. The original notice must be timely filed with the Clerk of Court. NO courtesy copies need to be sent to the Hearing Officer. **The setting party/attorney is responsible for preparing and filing the Notice of Hearing.**

If you CANCEL a hearing, you are required to file a Notice of Cancellation. If you are cancelling your hearing fourteen (14) working days before the hearing date you can go to JACS and cancel on-line by following the instructions provided. If you are cancelling with less than fourteen (14) working days, please immediately cancel the hearing by FAX'ing a Notice of Cancellation to (239) 252-8870, attention Child Support Enforcement Hearing Officer. Include the case number and style with date and time of hearing and indicate what party you represent (you can only cancel a hearing that was scheduled by you or your office). **When cancelling hearings over 30 minutes (Special Set), you are required to write to the Court for approval or provide written proof that the issue is settled.**

Once a motion is scheduled through JACS, **subsequent motions may not be "piggybacked" using the time reserved for the first motion** absent prior approval of the Court. This does not preclude the opposing party to reserve another timeslot during the same hearing period for a different motion on the same case, provided the timeslot is the appropriate in length of time for the motion.

Hearings via telephone

Hearings via telephone are permitted if the hearing is scheduled before the Hearing Officer. See Fla. R. Jud Admin 2.530(c). Please fax your written, signed request to 239-485-2757, to the attention of the CSHO. Your request must include the Petitioner and Respondent's name; your docket case number; the date and time of your hearing; the reason you cannot physically appear in court and are requesting a telephonic appearance and your daytime phone number. After your request is received, you will be called prior to your court date and provided the telephone number to the Collier County Administration Office. It will be your responsibility to call the Administration Office at your scheduled court time, for your telephonic hearing.

TELEPHONE

Telephone hours are from 8:30 a.m. to 5:00 p.m. Due to the high volume of phone calls received, you will at times not reach the assistant in person. Therefore, when calling and receiving voicemail, please leave your name and a brief message and your phone call will be returned. It is not necessary to call back to confirm that your message was received. Calls of that nature are not returned.

Thank you for your cooperation.