

FREQUENTLY ASKED QUESTIONS

- What is Judge Brodie's Mailing Address?
 - 3315 Tamiami Trail East, Suite 203, Naples, FL 34112
- How do I submit a proposed Order for the Court's review and consideration?
 - All proposed Orders must be submitted via the Florida Courts E-Portal.
- Does Judge Brodie accept e-mails?
 - Yes
- How do I request a hearing for a Civil Case that requires 20 minutes or less?
 - By using the JACS link on the 20th Judicial Circuit's Website.
- How do I schedule a hearing when opposing counsel will not get back to me?
 - E-mail a letter outlining the situation and the attempts you have made to contact opposing counsel and the Court will unilaterally schedule the hearing.
- How do I request a hearing for a Civil Case that will require 30 minutes or more?
 - By cover letter e-mailed to the Judicial Assistant which Judge Brodie then will review.
- Where do I find the Zoom Meeting ID and Passcode?
 - Zoom Meeting ID: 951 7278 1194
 - Zoom Password: 821089
- How do I find the Docket Number of my pleading?
 - On the Clerk's website, www.collierclerk.com, the case docket number is the line number that your pleading is listed on, not your e-filing reference number.
- How do I enter a Pro Se party in JACS?
 - When it asks you for the Pro Se party's bar number, enter 999999.
- How do I submit an Agreed Pretrial Conference Order?
 - All Pre- Trial Conference Orders must be submitted through the Florida Courts E-Portal.
- Why am I not receiving copies of Orders?
 - Please verify your e-mail address on file with the Clerk of Court. The Florida Courts E-Portal and the Clerk's Showcase Program are separate operating systems and are not compatible with each other.
- Why am I receiving copies of Orders?
 - Your e-mail address is either linked to the case on the Florida Courts E-Portal or the Clerk's Showcase Program. Please remove yourself from the E-Portal Service List and/or contact the Clerk's Office to be removed from Clerk's Showcase Program.

- Do I need to submit copies and envelopes for courtesy copies of Orders?
 - Yes, for all Foreclosure Cases.
 - We need copies of the Final Judgment and Envelopes for Pro se Parties. The attorneys of record will receive a copy of the order via e-mail from the Clerk after it has been processed.

- How do I notify the Court that the paperwork I am submitting is time sensitive?
 - Please indicate time sensitive matters such as real estate closings and foreclosure sales in a cover letter accompanying your paperwork for the Court's review. We will do our best to accommodate your requests.

- Does the Court accept binders?
 - No. Please do not submit binders. Please have your pleadings either clipped together or spiral bound for the Court's review.

- Who is the Magistrate for Judge Brodie's cases?
 - Magistrate Pamela Barger handles Judge Brodie's Civil matters.

- Can I call or e-mail to check on the status of paperwork submitted?
 - No. We receive an enormous amount of paperwork on a daily basis and there is no way to know if we have received your specific paperwork or whether it has been reviewed or not. If there is an issue with the paperwork submitted, you will receive a phone call. If the Court would like to set it for hearing, you will receive an Order Setting Hearing. Otherwise, please allow the Clerk 48 hours for processing and the attorneys of record will be e-mailed a copy of the Order(s) at the e-mail address on file with the Clerk.

* Please review Judge Brodie's Policies and Procedures on the 20th Judicial Circuit's Website before calling her Judicial Assistant.

* Judge Brodie's Courtroom is a scent-free courtroom. Please ensure that you, your clients, witnesses, court reporters & support staff do not wear any scented products to Judge Brodie's Courtroom.