

**OFFICE OF CIRCUIT JUDGE
JAMES W. CHANDLER**

INFORMATION FOR SELF-REPRESENTED (PRO SE) PARTIES

The Judge and the Judicial Assistant (“JA”) can not give legal advice, including any advice or direction regarding the preparation of court documents.

The Judge cannot have any one-sided communication with any party that is called an ex-parte communication, which are generally forbidden. Requests to speak privately with the Judge will be refused. Likewise the Judge cannot accept letter, calls, e-mails or any other correspondence from litigants or third parties.

Please **DO NOT** send letters directly to the Judge as these constitute ex parte communication.

The Judge and the JA must remain neutral and impartial. Any letters or correspondence sent to the court or JA will not be reviewed by the Judge, but will be placed in a public court file.

A party without a lawyer is not entitled to special treatment and must follow the same rules or procedures, rules of evidence, and laws that govern lawyers. The court cannot appoint an attorney for a litigant in a Family Law matter.

Self-Represented litigants must follow the Twentieth Judicial Circuit’s rules for Self-Represented/*Pro Se* parties, which are available at:

<https://www.ca.cjis20.org/Programs/Family-Court-Services/prose.aspx>

There is a self-help office located on the First Floor of the Collier Courthouse.

You may wish to contact the Collier County Bar Association (239) 252-8138 lawyer referral services to see if you can schedule an appointment for assistance in understanding the court procedures, distribution of family law forms approved by the Supreme Court of Florida and notary services. Alternatively: Florida Bar lawyer referral services at 800-342-8011; if you qualify based on income, Legal Aid Service of Collier County: (239) 775-4555.

Additional resources and forms are available online at: [Family Law Forms - Florida Courts](#)
These forms are helpful to refer to when required to draft various things, including a notice of hearing (once dates/time for hearing provided and confirmed by judicial assistant and opposing party, party wanting the hearing notices it for hearing), or a notice of voluntary dismiss (if you decide you no longer wish to pursue your action)

Please note testimony from children is not permitted unless the Court grants permission after a hearing on a Motion to Allow Minor Testimony. *Please refer to and read the Adverse Childhood Experiences* article under the family documents tab. **DO NOT** bring children to the courthouse without prior Court approval. Fla. R. Fam. P. 12.407.

Thank you for reading and for your cooperation.