



Helpful Forms and Links

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Hon. Javier A. Pacheco, County Court Judge
Lee County Court, Civil Division
Twentieth Judicial Circuit of Florida
Judicial Assistant - Meropi Souza, msouza@ca.cjis20.org
County Civil Case Manager – Mayce Frey, mfrey@ca.cjis20.org

Contact Information

Mailing Address: 1700 Monroe Street, Fort Myers, FL 33901
Physical Address: Lee County Courthouse, 1700 Monroe Street, Courtroom – 6B, Fort Myers, FL 33901
Telephone: (239) 533-9157

- **General Forms:**

- o County Court, Civil Division forms (including all Eviction forms, Small Claims forms, and Civil Traffic forms) are available for download at:
<https://www.leeclerk.org/services/forms-library>
- o Lee County Civil Pre Trial Conference / Trial Order:
https://www.ca.cjis20.org/pdf/LeeCountyUniformPT_New1.doc

- **Resources for Self-represented Litigants:**

- [You must click "Enable Editing" in the yellow banner when opening a document. Not doing so will lock the document.]
- o Instructions for Party not Represented by an Attorney:
<https://www.ca.cjis20.org/pdf/Lee/Instructionsforpartynotrepbyatty.docx>
- o Designation of Email Address:
<https://www.ca.cjis20.org/pdf/Lee/DesignationofEmailAddre.pdf>
- o Notice of Change of Mailing Address or Designated Email Address:
<https://www.ca.cjis20.org/pdf/Lee/NoticeofChangeofAddres.pdf>
- o Request to be Excused from Email Service:
<https://www.ca.cjis20.org/pdf/Lee/RequesttobeExcused.pdf>

- **Links:**

- o **Rules of Professionalism.** The Twentieth Judicial Circuit has adopted Administrative Order 2.20, which sets forth standards of professional courtesy and conduct for all counsel practicing within the Circuit and self-represented litigants. The Court requires that all parties familiarize themselves and comply with Administrative Order 2.20. Administrative

Order 2.20 may be viewed on the Court's website at:

http://www.ca.cjis20.org/web/main/ao_admin.asp.

- o **Administrative Order No. 1.13** (filed 2/17/2025), Twentieth Judicial Circuit, Implementing Civil Case Management Plan and Requirements: https://www.ca.cjis20.org/pdf/ao/ao_1_13.pdf
- o **Florida E-Filing Portal:** <https://www.myflcourtaccess.com/authority/>
- o **JACS:** <https://www.ca.cjis20.org/Services/jacs.aspx>
- o **Law Library:** <https://www.ca.cjis20.org/Services/Law-Library/>
- o **Pro Bono Legal Services:** <https://www.ca.cjis20.org/Services/probono.aspx>
- o **Lee County Legal Aid:** <https://www.leecountylegalaid.org/>
- o **Florida Rural Legal Services:** <https://www.frls.org/>
- o **Requests for use of Audio/Visual Equipment for hearings and trials:** <https://www.ca.cjis20.org/Forms/avrequest.aspx>
- o **Mediation/Arbitration/ADR:** <https://www.ca.cjis20.org/Programs/Alternative-Dispute-Resolution/>
- o **Residential Landlord Tenant Statute (Ch. 83.40, et seq.):** https://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0083/0083PARTIIContentsIndex.html
- o **Unlawful Detainer Statute (Ch. 82):** https://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0000-0099/0082/0082ContentsIndex.html&StatuteYear=2025&Title=%2D%3E2025%2D%3EChapter%2082
- o **Mobile Home Park Statute (Ch. 723):** https://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0723/0723ContentsIndex.html&StatuteYear=2025&Title=%2D%3E2025%2D%3EChapter%20723
- o **Transient Public Lodging Statute (Ch. 509):** https://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0500-0599/0509/0509PARTIContentsIndex.html
- o **Florida Small Claim Rules:** https://www-media.floridabar.org/uploads/2025/09/2024_07-JAN-Small-Claims-Rules-1-24-2025.pdf
- o **Florida Traffic Rules:** https://www-media.floridabar.org/uploads/2025/09/2026_03-SEPT-Traffic-Court-Rules-9-11-2025.pdf
- o **Florida Rules of Procedure:** <https://www.floridabar.org/rules/ctproc/>
- o **Florida Bar, Regulation of Lawyer Conduct Information:** <https://www.floridabar.org/rules/conduct/>
- o **Florida Bar, Legal and Judicial Volunteer Opportunities:** <https://www.floridabar.org/public/consumer/nonlawyer-service/>
- **Language Resources:**
 - o Court proceedings are in English. If an interpreter is needed the person needing an interpreter will be responsible for securing an interpreter and

all costs associated with hiring an interpreter. More information can be found at: Interpreter Services.

<https://www.ca.cjis20.org/Services/interpreters.aspx>

- o En Español: Si una persona requiere un intérprete, la persona que necesita un intérprete será responsable de obtener un intérprete, y será responsable por todos los costos asociados con contratar a un intérprete.

https://www.ca.cjis20.org/Services/interpreters_esp.aspx

- o En Français: Si un interprète est nécessaire, la personne ayant besoin d'un interprète sera responsable de la sécurisation d'un interprète et tous les coûts associés à l'embauche d'un interprète.

https://www.ca.cjis20.org/Services/interpreters_krl.aspx

- **ADA Accommodations:**

- o If you are a person with a disability who needs any accommodation in order to participate in a court proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Brooke Dean, Operations Division Manager for the 20th Judicial Circuit whose office is located at the Lee County Justice Center, 1700 Monroe St., Fort Myers, FL 33901, and whose telephone number is (239) 533-1771, 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.

- o For complete ADA information, please visit:

<https://www.ca.cjis20.org/Services/ADA/>