Hon. Javier A. Pacheco, County Court Judge
Lee County Court, Civil Division
Twentieth Judicial Circuit of Florida
Judicial Assistant -
County Civil Case Manager –
Judge Pacheco ZOOM ID: 410 547 8349, Link: https://zoom.us/j/4105478349

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
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Judicial Practices and Procedures

(Last modified 11/7/2025)

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A. Communications with the Judicial Office

- **Method of Communication with Judicial Office.**
  - **Judicial Email:** TAlexander@CA.CJIS20.ORG. All parties must be copied on any email directed to the judicial office, unless a unilateral communication is authorized by law. The subject line of any email to the judicial office must contain the case number, case name, and relevant matter (e.g., 2024 CC 001234 – Doe v. Doe – 2-Hour Hearing Requested).
  - **Telephone:** (239) 533-9157.
  - Any email sent to or from the judicial office may be a public record subject to disclosure.

- **Response to Inquiries:**
  - We strive to respond to all inquiries within one business day. If we are unable to respond within one business day, we will let you know when to expect a response and provide alternate contact information for immediate assistance.

B. Scheduling Procedures

- **Motions for which no hearing is required.** Upon written motion and submission of a proposed order, the Court will consider the following without a hearing:
  - Stipulated motions and joint motions of all parties.
  - Uncontested motions for default final judgment for possession.
  - Motions for continuing writ of garnishment.
  - Motions for extension of time to effect service of process.
  - Motions to withdraw by attorneys that meet all the requirements of Fla. R. Jud. Admin. 2.505, and which do not seek or require a continuance of trial.
  - Motions for default final judgment seeking *liquidated* amounts.
  - Motions seeking a *first* extension of time to file a response to a complaint or counterclaim that seek an extension of fewer than 10 days.
  - Motions for appearance pro hac vice.
  - Motions to transfer action due to the Court lacking subject matter jurisdiction.

  The Court will decide any motion on written submissions without a hearing if all the parties file a joint request for the Court to do so.

- **Hearings Scheduled by Court**
  - The Court will unilaterally select the date and schedule for hearings in landlord-tenant cases, unlawful detainer cases, small claims cases, actions to determine title to vehicles, and other actions advanced on the Court's calendar per statute or rule.
  - The Court may unilaterally select the date and schedule for hearing any motions that are pending for over 30 days. Such hearings may be rescheduled or continued *only* upon the filing of a "Joint Request to Reschedule Hearing" executed by all parties selecting a new hearing date agreed upon by all parties. Immediately upon filing such request, please email TAlexander@CA.CJIS20.ORG to ensure the prior hearing date is removed from JACS and confirm that the new hearing date is available.
- **Scheduling Trials:**
  - Pretrial Conference:
    - Trial counsel must appear at pretrial conference. Appearance by coverage counsel is not permitted and will be considered a "no show".
    - The Court expects the parties to have completed all requirements to be ready for pretrial conference.
    - At pretrial conference, the parties will receive their final date-certain trial date. Failure to attend pretrial conference or failure to comply with pre-trial conference orders may result in dismissal of claims, entry of default, or sanctions.
  - All Trials Are Special Set: At this time, this Court does not stack multiple trials for the same date. Accordingly, all trial dates scheduled by the Court or determined at docket sounding are special set trials and the parties should expect to proceed with trial on the trial date provided. Failure to attend trial shall result in dismissal of claims, entry of default, and sanctions.

- **Scheduling Hearings:**
  - Self-scheduling on JACS: Please schedule the hearing through the Judicial Automated Calendar System ("JACS"). JACS can be accessed online at this link: https://www.ca.cjis20.org/Services/jacs.aspx
  - Coordination is required: The scheduling party shall make good faith efforts to coordinate the scheduling of hearings with all counsel and self-represented litigants.
  - Unilateral Settings: If another party is non-responsive to your efforts to coordinate the scheduling of a hearing, and you have made at least two attempts, which attempts have been separated by at least two days, then you may request permission, via email with a copy

to all counsel, to have the matter scheduled unilaterally. If approved to do so, your Notice of Hearing should reflect that the matter was unilaterally scheduled with permission of the Court.

- Standard Hearings (30 minutes or less): All hearings of 30 minutes or less will be considered a standard hearing. Standard hearings can be scheduled using JACS.
  - Timeslots are available in 5, 10 and 15 minute increments.
  - Parties may schedule back-to-back 15 minute time slots for hearings of 30 minutes.
- Extended Hearings (more than 30 minutes): Hearings of more than 30 minutes must be scheduled by emailing the judicial assistant at TAlexander@CA.CJIS20.ORG and copying opposing counsel and any self-represented litigant. The email **must** include the following:
  - The motion or motions to be heard should be attached to the email.
  - The email shall state the amount of extended hearing time being sought.
  - The email shall state whether the hearing will be evidentiary, and if witness testimony is anticipated, the total number of witnesses the parties anticipate will testify.
  - Any matters the parties would like the Court to consider which affect the timeframe within which the moving party would like the hearing to be held.

  Upon receipt of an email meeting these requirements, the judicial assistant will provide available hearing options.

- Hearing time on JACS is made available no more than 60 days in advance.
- All motions must be filed prior to scheduling. No exceptions.
- Local Rules and Standards of Professionalism, as well as the guidelines set forth herein, will be strictly enforced. Any hearings scheduled not in compliance with these rules may be cancelled by the Court.
- General Hearing Days: Unless the Court has a trial scheduled or is on Small Claims / Civil Traffic weeks, the Court will keep open Monday mornings, Wednesday mornings and afternoons, Thursday mornings and afternoons, and Friday mornings between 9:00-10:00 a.m. for parties to self-schedule hearings on JACS. *If no hearings are available in a reasonable timeframe on JACS, please contact the judicial office via email to obtain other available dates.*

- **Notice of Hearing:**
  - A notice of hearing must be filed and served immediately after reserving hearing time.
  - A notice of hearing involving any remote appearance must list the Court's ZOOM credentials:

    Judge Javier Pacheco ZOOM ID: 410 547 8349 Link https://zoom.us/j/4105478349

  - All notices of hearing must contain the Americans with Disabilities Act (ADA) notification required by Rule 2.540(c).

- **Continuance Procedure:**
  - Compliance with Rule 2.545(e) is required.
  - Propose a solution: Open ended continuances or continuances that do not indicate when the party will be ready to proceed are disfavored. Ideally, a motion for continuance will provide the Court with a new date for the hearing, trial, deposition, or proceeding. Proposed orders granting motions for continuance shall include a table providing all deadlines that will be required to be moved or which are affected by the proposed continuance, in a form substantially similar to the following:

Prior Deadline	**New Deadline**
i.e. Discovery deadline: 2/17	3/17

- **Cancelling Hearings:**
  - To cancel a hearing, you must immediately *file and serve a notice of cancellation* on opposing counsel and any self-represented litigant. You must also notify the judicial assistant immediately by telephone or via email at TAlexander@CA.CJIS20.ORG to ensure the prior hearing date is removed from JACS and so that the Court can consider the request.

C. Remote Appearance / Zoom Hearings

- **Remote Appearance / Zoom Hearings, Generally:**
  - This Court is generally willing to permit persons to appear for Court virtually, by videoconference. The Court uses a Zoom platform to conduct virtual hearings.
  - Hearings to be scheduled via Zoom: All non-evidentiary hearings scheduled for 30 minutes or less shall be via Zoom unless the Court

determines that good cause exists to require such a hearing to be in person.

- Hearings that must be in person: Unless the Court permits otherwise, the following categories of hearings shall be in person:
  - Jury Trials
  - Non-jury trials scheduled for longer than one hour.
  - Evidentiary hearings scheduled for longer than one hour.
  - Small Claims trials and evidentiary hearings involving self-represented individuals scheduled for longer than 15 minutes.
- If a party needs to present testimony via Zoom, please refer to the procedure set forth in Rule 2.530(b)(2).
- Hearings not identified above may be scheduled in person or via Zoom as agreed by the parties.
- No hybrid hearings: The Court strongly disfavors hearings in which some parties appear remotely and some appear in person. No hybrid hearings will be allowed without prior Court permission.

D. Submission of Orders and Judgments

- **Use the E-Portal**: Proposed orders shall be submitted electronically via the Florida Courts E-Filing Portal https://www.myflcourtaccess.com/ by selecting "proposed documents" (the fourth option down on the page with the map of Florida on it), and choose Judge Javier Pacheco for the Judicial Name. Orders should not be attached as exhibits to motions or submitted in any manner other than through the e-portal.
- **Cover Letter Required:** All proposed orders must be accompanied by a cover letter.
  - *The cover letter must be separately uploaded through the portal.* Do not include the cover letter as part of the same electronic file as the proposed order.
  - The cover letter must state: (1) that the motion or stipulation to which the order pertains has been e-filed already, and (2) whether the order is agreed to or contested by the other parties.
- **Format:**
  - Orders should have NO TEXT OR FORMATTING below the line "DONE AND ORDERED in Fort Myers, Lee County, Florida."
  - The Court's document system will apply a signature block, date and a list of e-filing recipients, based on all persons listed in the e-portal for the case.
  - All proposed orders must be submitted in Word format, preferably in Bookman Old or Arial, 12 point font.

- If you have formatting such as columns and tabs/indents, we may have to ask you to resubmit the order without those.
- The order shall include language clearly certifying that the party submitting the proposed order will ensure (by mail or email) that signed copies of the order are sent to all parties who are not listed in the e-portal.

- **Paper Orders:** Only self-represented parties may submit orders via paper mailed to the judge's office. All other documents (motions, exhibits, correspondence) need to be filed with the clerk's office. Paper orders should be accompanied by stamped and addressed envelopes, along with copies of the order to be conformed by the Judicial Assistant and mailed to all parties who are not listed in the e-portal.
- **Do not send contested orders by e-portal.** Instead, email them to the judicial assistant with copies to all parties. Please include clear notice that the order is contested. The parties contesting the order will have 48 hours to submit their competing version or request extension. Otherwise, the court will rule.
- **Timeliness of Submission of Orders:**
  - Prior to hearing: Pre-hearing proposed orders are only permitted in uncontested matters. Please upload such orders at least five business days prior to any hearing so that the Court can consider the order and whether a hearing remains necessary.
  - Post-hearing: Proposed orders must be submitted no later than five business days after any hearing.

E. Courtesy Copies of Case Law and Other Documents

- **Replies to motions:**
  - Though not required, written replies to motions are encouraged so that the Court can be fully prepared to rule on motions. The Court will read all timely filed relevant materials submitted in advance of the hearing. Please file all reply briefs or legal memoranda at least three business days before hearing.

- **Submission Deadlines:**
  - Must File Three Business Days Prior to Hearing. All reply briefs, legal memoranda, case law, or materials a party wishes the Court to consider for the hearing must be *filed* no later than *three business days* before the hearing.

- All materials must be *filed*. The Court does not want any hard-copy binders or unilaterally-emailed documents. The Court will review the documents *filed* in preparation for a hearing.

- **Requests for use of Audio/Visual Equipment for hearings and trials:** https://www.ca.cjis20.org/Forms/avrequest.aspx

- **Method for Submission of Exhibits:**
  - Exhibits should be filed via the Florida Courts E-Filing Portal: https://www.myflcourtaccess.com/

F. Emergency and Other Urgent Matters

- **Requirements:**
  - If a party believes there is a factual basis for setting an emergency hearing, a detailed motion setting forth the following must be filed: (1) the issues to be resolved, (2) reasons why an emergency hearing is necessary, and (3) the amount of time needed for each party's presentation.

- **Scheduling:**
  - If the court determines that an emergency exists, a hearing will be scheduled unilaterally by the court. All parties shall make themselves available for the emergency hearing, barring exigent circumstances.

G. Case Management

- **To ensure efficient resolution of actions, the Court routinely takes the following case management actions:**

  - The Court may schedule any motion pending over 30 days for a hearing.

  - If a Plaintiff appears to be entitled to Clerk's default or final default judgment, but does not submit appropriate motions or proposed orders within 30 days, the Court may issue an order requiring Plaintiff to file disposition documents within 30 days.

  - If a Plaintiff in an eviction or unlawful detainer action for possession shows no activity for 30 days, the Court may issue an order requiring a Plaintiff to confirm whether the Defendant remains in possession, and moving the case forward by filing disposition documents, within 30 days.

- The Court strictly enforces Rule 1.170(j), requiring that Plaintiff makes service of the initial process and pleading on defendants within 120 days after filing of the initial pleading directed to that defendant. If Plaintiff fails to do so, the Court will order Plaintiff to effect service within 60 days of the order. Failure to do so will result in the dismissal of the action without prejudice.

These procedures and time standards intended to facilitate the timely, fair, and effective resolution of civil cases while ensuring the efficient use of court resources. These procedures and time standards do not replace any exiting rule, statute, or law. Neither these procedures nor any Administrative or Case Management Order of this Court shall be construed as granting any rights not already provided for by rule, statute, or law. To the extent that any provision of these procedures may be construed as being in conflict with any rule, statute, or law, the rule, statute, or law shall prevail.