

**JUDGE LISA S. PORTER LOCAL PROCEDURES
LEE COUNTY FAMILY LAW DOCKET Courtroom
4-L Lee County Justice Center**

Dorina Soumastre is Judge Porter's Judicial Assistant (239) 533-9140

Tina Baginski is Judge's Porter's Case Manager (239) 533-8248

INFORMATION RELATED TO ZOOM HEARINGS:

Judge Porter's Virtual Courtroom information (meeting ID and password) is located on her webpage.

All virtual hearings/trials are official court proceedings. All attorneys, parties, witnesses and other persons attending the hearing/trial are expected to be on time, dress appropriately and conduct themselves as if they were present in the courtroom.

Parties must ensure that no other persons are present with them during the hearing. This is especially important with regards to children. **CHILDREN SHALL NOT BE ALLOWED TO SEE OR HEAR THE HEARING/TRIAL.** Parents must take all steps to ensure that children are excluded from the hearing/trial and that children do not interrupt the proceedings. The Court may require the party to show that they are alone with the use of their device camera. If the Court is not convinced that children or other persons are excluded from the hearing/trial, the matter may be continued.

When signing into a virtual hearing/trial, please ensure that your full name is listed, as well as your role (i.e. John Smith – witness, John Smith – attorney, John Smith – party). Make sure that your microphone remains muted until it is your time to talk.

Please ensure that you have a strong internet connection. Weak or intermittent connections cause disruptions, may cause you to miss part of the hearing, and ultimately can lead to cancellation of the hearing. Having the ability to call in to the phone number also provided on the Zoom information page can act as backup if this occurs.

All participants in Zoom hearings/trials shall follow Administrative Order 2.40 regarding submission of documentary evidence in evidentiary hearings/trials. A notebook of a copy of the exhibits (preferably joint/agreed exhibits) should be delivered to the Judge's Chambers 5 days prior to your hearing if they are voluminous. **ALL EXHIBITS WHICH YOU SEEK TO ADMIT MUST BE DELIVERED TO THE CLERK'S OFFICE THROUGH THE E-PORTAL AT LEAST 5 DAYS PRIOR TO THE ZOOM HEARING/TRIAL. THE JUDGE'S OFFICE DOES NOT MARK OR DELIVER EXHIBITS TO THE CLERK'S OFFICE.**

PLEASE ENSURE ALL CONFIDENTIAL INFORMATION IS REDACTED PRIOR TO SUBMITTING THE EXHIBITS TO THE CLERK

GENERAL PROCEDURES

All proposed orders must be submitted through the E-filing portal. All electronically submitted proposed orders MUST be submitted utilizing recent versions of Microsoft Word. No other formats will be accepted at this time. “Recent versions of Word” include all versions from 2003 and later with a “docx” file type. “RTF” files are not acceptable, and if your office uses WordPerfect you can convert the WP files to Word files, but if your WP program has not been upgraded for many years, the version of Word that is produced may not be compatible with the judicial software that must process the proposed order. Agreed Orders among counsel may also be submitted by this procedure and must be denoted as “Agreed.”

FINAL JUDGMENTS OF UNCONTESTED MATTERS UTILIZING THE SPECIAL INTERROGATORY PROCEDURE MAY NOW BE SUBMITTED THROUGH THE E-FILING PORTAL. IF A PARTY DOES NOT HAVE AN EMAIL ADDRESS DESIGNATED, THEN STAMPED ENVELOPES MUST CONTINUE TO BE SUBMITTED TO THE CASE MANAGER, TINA BAGINSKI, LEE COUNTY JUSTICE CENTER, 1700 MONROE STREET, FORT MYERS, FLORIDA 33901 OR HAND DELIVERED TO FAMILY COURT SERVICES AT THE LEE COUNTY JUSTICE CENTER.

CONTINUANCES. Continuances are only granted in accordance with Fla.R.Jud.Admin. 2.545(e), i.e. few are granted and good cause is required. The Court encourages parties to strictly adhere to this Rule.

HEARING TIME. Please contact Dorina Soumastre for time at dsoumastre@ca.cjis20.org. Please ensure you reserve enough hearing time for your motion or trial. Continuances cause a disservice to clients and disrupts the efficient administration of justice. Parties will be held to the time they reserved.

MAGISTRATE. All Motions to Compel and discovery motions are to be heard by the Magistrate. Please call Magistrate King’s office at (239) 533-3343.