



BLAKE ADAMS  
COUNTY COURT JUDGE  
TWENTIETH JUDICIAL CIRCUIT OF FLORIDA

COLLIER COUNTY COURTHOUSE  
3315 TAMiami TRAIL EAST, SUITE 403  
NAPLES, FLORIDA 34112

TELEPHONE  
(239) 252-8747

JUDICIAL ASSISTANT: JULIANNE  
EMAIL: JROMANELLI@CA.CJIS20.ORG

## **OFFICE AND COURTROOM PROCEDURES**

### Other Contacts:

Court Administration - (239) 252-8800

Clerk of the Court - (239) 252-2646

Court Mediation - (239) 252-8704

Bailiff's Bureau - (239) 252-8129

### Websites:

20<sup>th</sup> Judicial Circuit:

[www.ca.cjis20.org](http://www.ca.cjis20.org)

Collier County Clerk of Courts:

[www.collierclerk.com](http://www.collierclerk.com)

**COUNTY COURT JUDGE BLAKE ADAMS**  
**OFFICE AND COURTROOM PROCEDURES**

**CIVIL DIVISION**

Judge Adams's office is paperless and prefers email communications. Please try to reduce the amount of paper you are producing from your office by emailing your electronic documents and/or submitting proposed court orders via the e-portal to this office instead of sending hard copies. Judge Adams's office will NOT accept any motions or proposed orders via mail or hardcopy.

**CORRESPONDENCE TO THE COURT:**

Unless otherwise authorized by law, any correspondence received by the Court shall be placed in the Court file and subject to public record. Pursuant to Canon 3.B(7), Code of Judicial Conduct, the Court cannot consider any ex parte communication made to the Court outside the presence of counsel or the parties concerning a pending or impending matter.

**PROPOSED ORDERS:**

This office only receives proposed Orders **via email** or through the e-portal at <https://www.mycourtaccess.com>

If submitting via email, please send the Judicial Assistant an email with the attached proposed Order, which must be in MS Word format. The subject line of the email must include "PROPOSED ORDER" and the case number. A submission of the corresponding motion is only necessary if it was recently emergency e-Filed.

In required or necessary **Civil/Small Claims Division** matters, when submitting a proposed Order, please attach a stipulation or other writing with the signature of opposing counsel or party indicating that he or she has agreed to or has no objection to the proposed Order. At the time of the processing by the Clerk of the original Order through the e-Portal, the attorney(s) of record on the case at the time of processing the Order who are Florida Bar Members will receive a copy via e-mail by the Clerk. Unrepresented or *pro se* parties whose email addresses are known to the Court will also receive a copy via e-mail by the Clerk.

For those cases in which Plaintiff is represented but Defendant is unrepresented, Plaintiff's attorney is responsible for providing Defendant with a copy of the Court Order, Final Judgment, Notice, Fact Information Sheet, or any other

court-issued document. For cases in which both Plaintiff and Defendant are unrepresented or Plaintiff is unrepresented and their email addresses are unknown, the Court will mail hardcopies of court-issued documents to the parties.

**SCHEDULING MOTION HEARINGS:**

Motion hearings shall be coordinated with opposing counsel and set with the Judicial Assistant **via email**. Please include the case number(s), case name, motion(s) to be heard, and the total amount of time required for each side. You will be provided with several date and time options to be coordinated with opposing counsel. Once you have an agreed upon date and time, please email the Judicial Assistant to verify that it is still available and it will be added to the docket. Thereafter, the moving party should file a Notice of Hearing which shall include the Court's Zoom information if the hearing is to be conducted via videoconferencing. Please only make these requests via telephone if it is an emergency or if you have not received a response after 24 hours of emailing your request.

In the event that both parties are unrepresented or Plaintiff is unrepresented, then the Court will schedule the motion hearing on its own or attempt to coordinate the hearing date and time with the parties.

This office does NOT provide hearing confirmation numbers.

**SMALL CLAIMS NONJURY TRIALS:**

Small Claims Nonjury Trials will be scheduled by the Court upon receipt of a Small Claims Pretrial Conference tracking sheet indicating that a mediated settlement agreement was not reached. Should the Court schedule the nonjury trial on a date or time that one or more parties or their witnesses are unavailable, then the moving party must immediately file a motion to continue with a copy to the opposing party or counsel along with an electronic copy emailed to the Court's Judicial Assistant. The moving party shall state whether the opposing party or counsel has any objection to the continuance. The Court will rule on the motion without hearing if possible or schedule a hearing on the motion.

**TIMELINESS:**

All motions should comply with the appropriate Florida Rules of Procedure. Please submit your motions in a timely manner and pursuant to the Florida Rules of Procedure. This office does NOT accept certain motions within 48 hours prior to a scheduled hearing; these motions include motions to appear telephonically or Zoom videoconferencing and motions for continuance.

## **APPEARANCE VIA ELECTRONIC COMMUNICATIONS:**

The Court allows and/or requires certain proceedings to be conducted via Zoom videoconferencing. The Court has established specific Zoom meeting I.D.s and passcodes for each type of proceeding. These Zoom codes are not published for security reasons. Please email the Judicial Assistant for a list of Judge Adams's Zoom codes at least 48 hours prior to your hearing and/or to include in your notice of hearing.

The Zoom App is available at no charge for all iOS (Apple) and Android phones and tablets. Zoom can also be accessed from any computer or laptop at <https://zoom.us> and the Zoom Help Center can be accessed at <https://support.zoom.us> where you can also do a practice session with your device or computer.

If you connect before your hearing is ready to begin, please wait patiently until your case is called. Please ensure that your screen name, user name, or profile name, is your legal name in order to expedite the proceedings. If your case is not the case being heard, please MUTE YOUR MICROPHONE until your case is called. Once your hearing begins, REMEMBER YOU ARE IN COURT. DO NOT SPEAK "OVER" OTHERS AND MAINTAIN APPROPRIATE DECORUM.

All physical evidence and witness lists should be exchanged by the parties pursuant to Administrative Order 2.40 or any other Florida Rules of Procedure or Administrative Orders in effect at the time of the hearing. All physical evidence should also be filed with the Clerk and emailed to the Court's Judicial Assistant at [jromanelli@ca.cjis20.org](mailto:jromanelli@ca.cjis20.org) at least five (5) days prior to the court proceeding. No court interpreters will be available for Civil Division hearings. Should you require an interpreter, you should have one available with you.

Individuals do not need to be present together to use this service, and each individual should plan to appear via a separate device/computer. However, the parties are strongly discouraged from sharing the Zoom Meeting information with anyone who is not directly involved (party, lawyer, or witness) in the hearing. Please review Zoom support and best practices found at <https://support.zoom.us/hc/en-us>, including instructions on how to do a practice session so that your hearing will run smoothly and on time.

If you do not have the technological resources necessary to participate via videoconferencing as instructed in a Court Order, or if you cannot participate for other reasons, you must notify the Court immediately. Failure to appear or notify the Court of an inability to participate by the Plaintiff as instructed in the Order may subject this case to an Order of Dismissal. Failure to appear or notify the Court of an inability to participate by the Defendant as instructed in the Order may subject Defendant to be in Default and a Final Judgment issued in favor of the Plaintiff.

Testimony shall be taken from a witness or party appearing telephonically or via Zoom videoconferencing pursuant to the applicable Florida Rules of Procedure and any Administrative Orders in effect at the time of the hearing.

## COURTROOM DECORUM and CALENDAR CONFLICTS

All counsel, parties, witnesses, and other persons in the courtroom shall comply with the Standards of Courtroom Decorum as set forth in Administrative Order No. 2.13, which may be found online at [www.ca.cjis20.org](http://www.ca.cjis20.org).

The following additional standards apply:

- Attorney cell phones, laptops, electronic tablets, smart watches, pagers, etc. must be turned on **silent** before entering the courtroom. All parties, witnesses, or other persons in the courtroom should turn **off** their devices before entering the courtroom.
- No talking during court proceedings.
- No chewing of gum or tobacco.
- No beachwear or inappropriate shoes or clothing.
- No hats or sunglasses.
- Children must be quiet.

All attorneys are expected to follow Florida Rule of Judicial Procedure 2.550 and Administrative Order No. 2.10 when they have calendar conflicts whether inside or outside of Collier County and whether between county, circuit, or federal court in or out of Florida. The case having priority established by statute, rule of procedure, case law, administrative order, or otherwise should take precedence unless determined differently by the presiding judge.