

Margaret O. Steinbeck
Lee County Justice Center
1700 Monroe Street
Fort Myers, FL 33901
(239) 335-2412

MEMO

Re: Procedure for Telephonic Hearings
Date: July 2, 2007

**Use of communication equipment (including participation by telephone) is governed by
Rule 2.530 of the Florida Judicial Administration Rules.**

Phone hearings are generally limited to 15 minutes or less in duration. The time is divided equally between all parties.

Pursuant to Florida Judicial Administration Rule 2.530(b), **party/counsel requesting telephonic appearance must:**

1. File a **written** notice of request to appear telephonically with the Clerk of the Court with a copy to opposing party and the judge's office.
2. The judge will call from the bench, therefore, the movant's request must indicate:
 - a) a toll free number; OR
 - b) a pre-arranged conferencing service number and passcode (ie AT&T, Court Call, etc.); OR
 - d) a "phone card" number and passcode

Collect calls can not be accommodated.

3. **REQUESTS MADE LESS THAN 3 DAYS BEFORE THE HEARING DATE WILL NOT BE CONSIDERED ABSENT EXTENUATING CIRCUMSTANCES.**

Please refer to Florida Judicial Administration Rule 2.530(d) regarding telephonic testimony. Telephonic testimony (at a hearing or trial) may only be permitted *with the consent of all parties*.

Note: The court cannot support more than one party appearing by phone at a hearing unless the call is arranged through a conferencing service where the court has only one number to dial. In addition, the court will not be responsible for any parties who cannot be reached or incur any problems with telecommunications that may arise during a telephone hearing, including but not limited to, a party not being able to hear the proceedings.

Any Memorandum of Law or legal authority to be considered by the court should be provided to the court for receipt no later than three (3) days prior to the scheduled hearing. Failure to do so may result in a continuance of the scheduled hearing, or, alternatively, the judge will not consider your written argument/legal authority. All law provided must be either hand delivered or mailed to the Judge's office along with a Certificate of Service showing service on all parties.

Margaret O. Steinbeck (electronically signed)
MARGARET O. STEINBECK, Circuit Judge
Lee County, Family Division