

**MARGARET O. STEINBECK**  
**Circuit Judge**  
**Twentieth Judicial Circuit of Florida**  
**Lee County Justice Center, 1700 Monroe Street, 1st Fl, Fort Myers, FL 33901**

---

**MEMORANDUM**

**DATE:** July 12, 2004 (Revised)

**TO:** PRACTITIONERS / PRO SE PARTIES

**RE:** EMERGENCY HEARING PROCEDURE

In order for the Court to consider a request for an emergency hearing, a party must:

1. File a motion or other pleading<sup>1</sup> with the Clerk of the Court and serve opposing party/counsel with a copy.
2. The motion must state, under oath, the facts which the party believes constitutes the “emergency,” meaning the reasons the matter should be considered on an expedited basis rather than being scheduled in due course.
3. The relief requested should be limited to that required to address the emergency. The movant should indicate how much time is needed for the Court to hear the emergency matters, recognizing that the hearing time will be divided among the parties, and opposing parties must be given a fair opportunity to be heard.
4. It is the responsibility of the movant to request that the Clerk of Court file the motion, attach it to the file and forward it to the judge as soon as possible.
5. There must be a pending case.

**If the Court grants emergency hearing time, the Court will enter an Order** setting the hearing, establishing the time for the hearing and the issues to be addressed, or alternatively, will require the requesting party to serve opposing party(ies) with written notice of the hearing date/time.

**If the Court, based upon the allegations in the sworn pleading, finds no emergency exists, an Order will be entered denying the request for an emergency hearing,** in which event, the matter must proceed on a non-emergency basis.

*Margaret O. Steinbeck*      *(electronically signed)*

---

MARGARET O. STEINBECK  
Circuit Judge

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Court Administrator, whose office is located at Lee County Justice Center, 1700 Monroe Street, Fort Myers, Florida 33901, and whose telephone number is (239) 335-2231, within 2 working days of receipt of this notice; if you are hearing or voice impaired, call 1-800-955-8771.

---

<sup>1</sup> Please be sure that your motion contains your name, address, telephone number and facsimile number, if available, so the court may be able to contact you.