

## Lee County Vacant County Docket G9 Information

**Proposed Orders** – Shall be submitted electronically via the Florida Courts E-Filing Portal <https://www.myflcourtagency.com/> by selecting “**proposed documents**” (the fourth option down on the page with the map of Florida on it), and choose **Judge Vacant County Docket G9, Lee County**.

- ✓ Pro se parties are able to submit orders via paper mail to the judge’s office, all other documents (motions, exhibits, correspondence) need to be filed with the clerk’s office.

**Scheduling - If you are an attorney seeking to schedule a motion hearing, it must be scheduled through the Judicial Automated Calendar System (“JACS”). JACS can be accessed online at [JACS ONLINE](#)**

- ✓ To schedule hearings involving eviction actions contact the Judicial Assistant at 239-533-2852
- ✓ Pro Se parties contact the Judicial Assistant at 239-533-2852. All hearings of 30 minutes or less will be considered a standard hearing. Standard hearings must be scheduled through the Judicial Automated Calendar System (“JACS”). JACS can be accessed online at [JACS ONLINE](#) . Timeslots are available in 5- and 15-minute increments. To locate 30-minute hearing time, find two consecutive 15-minute timeslots.
- ✓ All hearings that require 45 minutes or more will be considered an extended hearing. The procedure for scheduling an extended hearing will be as follows:
- ✓ The party seeking the extended hearing time shall file a Motion for Extended Hearing Time that sets forth:
  - The motion or motions to be heard and the date(s) said motions were filed
  - The amount of extended hearing time being sought
  - The reason why the moving party is seeking extended hearing time, and
  - The timeframe within which the moving party would like the hearing to be held
  - Once the Motion for Extended Hearing Time is filed, the party seeking the extended hearing shall contact the Judicial Assistant at 239-533-2852 to seek hearing date/time options.
- ✓ The Judge’s office does NOT schedule or coordinate hearings via email.

**Copies/Case Law needed for hearings** The Judge does NOT want a binder or other paper copies of documents mailed to the office for a hearing. Please file everything in the court file, and it will be reviewed electronically.