

JUDGE GEOFFREY H. GENTILE  
CIRCUIT CIVIL DIVISION

Judicial Assistant: Kimberly  
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**IMPORTANT INFORMATION RE: COVID-19**

Effective Monday, April 6, 2020 until further notice, all scheduled hearings will be conducted in Judge Gentile's virtual courtroom. Hearings will be conducted through video and telephone. Judge Gentile's virtual courtroom can be accessed here:

[Select to view Judge Gentile's Zoom Information](#)

PLEASE BE ADVISED that counsel and unrepresented parties shall follow Administrative Order No. 2.40 regarding the introduction and management of evidence in remote hearings for all evidentiary hearings and non-jury trials: [https://www.ca.cjis20.org/pdf/ao/ao\\_2\\_40.pdf](https://www.ca.cjis20.org/pdf/ao/ao_2_40.pdf)

GENERAL RULES/REQUIREMENTS

Electronic Submission of Documents and General Procedures

**EFFECTIVE FEBRUARY 15, 2019, ALL PROPOSED ORDERS MUST BE ELECTRONICALLY SUBMITTED. READ THE PROCEDURES AND FOLLOW:**

<https://www.ca.cjis20.org/pdf/Charlotte/ElectronicSubmissionGeneralProceduresCIVIL.pdf>

The Local Rules and Standards of Professionalism Regarding Motions are strictly enforced. Any motions not in full compliance with these rules may not be heard.

ALL Residential Foreclosure matters are scheduled before Judge Gentile, to schedule a MOTION HEARING refer to the instructions below "Scheduling Hearing". To schedule a NON-JURY TRIAL *after* the filing of a Notice for Trial refer to the instructions below "Scheduling Hearing" to reserve the date and time. The party scheduling the trial must prepare the order setting by submitting to the Court the Order Setting Residential Foreclosure Non-Jury Trial available on "Judge Gentile's Download" at [https://www.ca.cjis20.org/About-The-Court/jud\\_profile.aspx?judge=gentile](https://www.ca.cjis20.org/About-The-Court/jud_profile.aspx?judge=gentile) Email the proposed order to [cha-circuitcivil@ca.cjis20.org](mailto:cha-circuitcivil@ca.cjis20.org). For purposes of conforming the order, in cases where an unrepresented party or interested person have not designated an e-mail address pursuant to the Rule, party sending proposed order must include in their email the USPS addresses. The Court will mail the copies, do not send envelopes. For more information regarding our Foreclosure Procedures and the electronic submission of the Final Judgment, visit <https://www.ca.cjis20.org/Programs/Civil-Case-Management/foreclosure.aspx>

TRIALS

TRIAL PERIODS ARE APPROXIMATELY 4 WEEKS LONG, BEGINNING THE FIRST TUESDAY OF EACH MONTH.

THE FILING OF A NOTICE FOR TRIAL WILL RESULT IN YOUR CASE BEING SET FOR TRIAL, REGARDLESS OF THE ESTIMATED DATE YOUR CASE IS READY FOR TRIAL PURSUANT TO YOUR CASE MANAGEMENT PLAN. GENERALLY, TRIAL ORDERS ARE ENTERED 4-5 MONTHS PRIOR TO THE TRIAL DATE.

The Non-Jury Trials on Residential Foreclosure Cases are processed differently, refer to the paragraph above on ALL Residential Foreclosure.

## SCHEDULING HEARINGS

### HEARINGS

1. To schedule a hearing which is less than 30 minutes, refer to JACS for available hearing dates and times, coordinate your hearing with opposing counsel, and contact the Judicial Assistant to have your hearing placed on the docket. Available hearing times are available on [JACS](#).
2. All 15 minute timeslots can be converted to 5 minutes, 10 minutes, and 30 minutes in duration, given the time is available within the posted period.
3. Hearings requiring more than 30 minutes must be requested in writing and approved by the Court before hearing time will be scheduled. The Judicial Assistant will contact the attorneys' office with extended hearing times to coordinate these hearings.
4. A party/counsel scheduling a hearing must concurrently notice the matter in conformance with the Florida Rules of Civil Procedure and ensure timely notice is served on all pro se parties and counsel of record in advance of the hearing. The original notice must be filed with the Clerk of the Court. A hearing that is evidentiary in nature and involving presentation of evidence (affidavits, testimony, exhibits, etc.), should clearly indicate it is an evidentiary hearing on its face. It is strongly preferred that any such notice include not only the name of each receiving attorney and pro se party, but also addresses.
5. If you cancel a hearing, you are required to file a Notice of Cancellation and "fax a copy to the Judicial Assistant at (941) 505-4760" in order to ensure your hearing is removed from the docket.

### GENERAL MAGISTRATE KOCH

Civil motions of any case type may also be scheduled before Magistrate Koch. The following motions should be heard by the magistrate:

- Discovery Motions
- Claims of Exemption
- Forfeiture -preliminary adversarial hearing
- Replevin
- Uncontested Petitions for Transfer of Structured Settlements

Please refer to JACS for the Magistrate's availability. The date and time of any hearing must be coordinated with the Office of the Magistrate before scheduling. Contact his assistant Kristy at (941) 637-2213, [ksandro@ca.cjis20.org](mailto:ksandro@ca.cjis20.org)

### TELEPHONIC APPEARANCE

In order to appear telephonically, a motion and order must be filed with and approved by the Court at least 5 business days prior to the scheduled hearing date. All telephonic hearings are set via CourtCall®. The motion and order must state the type of hearing, length of time, date and time, and should not contain any evidentiary material. Additionally, the motion and order MUST state that the hearing will be held via CourtCall®. Telephonic appearances hearings longer than 15 minutes will not be granted without consent of all parties or except on good cause shown. Each party is responsible for preparing their own motion and order for telephonic appearance. When the requesting parties have received the approving order, they must set the telephonic hearings via CourtCall® at (888) 882-6878. If the motion and order is not approved and coordinated with CourtCall® at least 5 business days prior to the scheduled hearing, all parties will be required to appear in person.