Judicial Practices and Procedures
(Last modified 10/26/2026)

Hon. Kimberly Davis Bocelli, Circuit Court Judge
Lee County, Family Division
Twentieth Judicial Circuit of Florida
Adela, Judicial Assistant, bocellipleadings@ca.cjis20.org

Contact Information
Mailing Address: 1700 Monroe St., Fort Myers, FL 33901
Physical Address: Lee County Justice Center, 1700 Monroe St., Fort Myers, FL 33901
Telephone: (239) 533-2871

A. Communications with the Judicial Office

- **E-Filing and Email are the Required Method of Communication in Most Instances**
  - E-filing is the fastest, most convenient and most reliable method for ensuring that your documents make it into the Court File.
  - You do NOT have to be an attorney to use e-filing, and there is no charge to set up an account or file documents (though the standard filing fees apply for filing new lawsuits, just as they do when you file in-person at the Clerk's Office).
  - This video will show you how to set up your own account as a self-represented litigant: https://www.youtube.com/watch?v=I6gB9xGQL-0
  - An added benefit of e-filing is that you will receive instantaneous copies of everyone else's filings via email, keeping you informed on your case at all times, even if you change your physical address.
  - All self-represented parties should include a valid email address on all court filings, and should further check to ensure that court documents are not ending up in spam or junk folders.
  - All motions and correspondence should make clear that copies of same have been sent to all other parties. Said notation should be specific, and should include the details of where/how such copies were sent (e.g. to John Doe at 123 Elm Street, Naples, FL 34112 or to John Doe at jdoe1234@aol.com). It is NOT appropriate to note simply, "copies sent to all counsel of record" or "copies sent to all parties via the e-portal." Insufficient specifics as to the

delivery of your document to all parties may result in your motion being delayed while you re-send it with proper notations as to service.

- **Method of Communication with Judicial Office.**
  - **Judicial Email:** All communications to the judicial office must be submitted by email to bocellipleadings@ca.cjis20.org. The subject line of any email to the judicial office must contain the case number, case name, and relevant matter (e.g., 24001234DR – Doe v. Doe – 2-Hour Hearing Requested).
    All parties must be copied on any email directed to the judicial office, unless an ex parte communication is authorized by law.
  - Any email sent to or from the judicial office may be a public record subject to disclosure.
  - **Telephone:** Self-represented litigants and attorneys excused from email service may communicate with the judicial office by telephone: (239) 533-2871. The judicial office does not accept text messages. Neither the Judge nor the judicial assistant is permitted to provide legal advice or discuss specific case information. Calls to the judicial office must be limited to notifying the Court of a filing, a hearing cancellation, settlement, or other time-sensitive matters. For questions about how to file documents, please contact the Clerk of Courts.

- **Ex Parte Communications:**
  - To ensure fairness, all communications must be open and in the presence of all parties, with few exceptions. Judges are prohibited from initiating, permitting, or considering ex parte communications and from considering other communications outside the presence of the parties concerning a pending or impending proceeding, unless authorized by law. *Again, all parties must be copied on any email directed to the judicial office, unless an ex parte communication is authorized by law.*

- **Unsolicited Communications:**
  - Only parties and attorneys for parties may contact the judicial office, and then only in accordance with these practices and procedures. A party represented by an attorney should not contact the judicial office directly. Unsolicited communications from non-parties will not be considered by the Court.

- **Response to Inquiries:**
  - The judicial assistant strives to substantively respond to all inquiries within one business day. If the judicial assistant is unable to substantively respond within one business day, your message will be acknowledged as received with an indication of when to expect a substantive response and alternate contact for immediate assistance. When the judicial assistant is out of the office, your message will be acknowledged as received with an indication of when to expect a substantive response and an alternate contact for

immediate assistance. **Again, the judicial assistant is not authorized to provide legal advice.**

B. Scheduling Procedures

After you have reviewed all the procedures below, please visit JACS (Judicial Automated Calendaring System) to view available time slots: https://www.ca.cjis20.org/jacsatt/AvailableSlotFrame.asp. You can view and coordinate hearings that are 2 hours or less.

- **SCHEDULING HEARINGS**

Filing Motions

All motions must be filed with the Clerk prior to requesting hearing time. The motion must be visible in the Clerk's electronic file prior to requesting hearing time. Do not email the JA for hearing time until the motion has been scanned into the Clerk's file and appears in the electronic file with the Clerk of Court.

Domestic Violence/Injunction Cases:

The cases are NOT to be scheduled on Judge Bocelli's calendar. You will need to contact the Domestic Violence office at 239-533-2884, DVI@ca.cjis20.org or visit their office at the Clerk of Court in person on the 1st floor of the Lee County Justice Center. All correspondence, pleadings and/or questions relating to an Injunction case should be directed to the DV Office and **NOT** to the Judge's Office.

Emergency, Expedited or Urgent Motions:

All Emergency, Expedited or Urgent motions must first be filed and viewable with the Clerk's online filing system. A copy of the motion and a cover letter must be provided to the Court and the opposing party shall be copied with the documents (unless the motion is a lawfully authorized ex parte motion). The Judge will review the motion to determine if there is an emergency. If so, the Judge will decide how to address the emergency with an order to show cause, expedited hearing time, or other appropriate relief. If there is no emergency, hearing time in the ordinary course will be given. All emergency motions must be sworn to and signed by the party. If emergency motion relates to a children's issue, a UCCJEA affidavit must accompany the motion.

Length of Hearings and Time Reserved:

Please be considerate when making a request for a hearing as to the amount of time needed. **Hearings are limited to the time reserved. The opposing party is entitled to equal time. Accordingly, the party reserving and scheduling the hearing date and time shall confer with opposing counsel and attempt to agree to the actual total time needed and requested**. If counsel cannot agree to the total time needed for the hearing, counsel shall indicate same in the email hearing request. Please provide the time requested by each party.

If the parties do not adhere to the time reserved for the hearing, the Court shall stop the hearing at the end of the allotted time. The parties' hearing will be rescheduled to a later date for completion of the hearing. The parties shall have the responsibility of coordinating the new date and time with the Court and between themselves. Such rescheduled hearings will not displace other scheduled hearings merely because the rescheduled date is to finish the hearing.

- Hearings scheduled by the Court may be rescheduled or continued *only* upon the filing of a "Joint Request to Reschedule Hearing" executed by all parties selecting a new hearing date agreed upon by all parties. Immediately upon filing a "Joint Request to Reschedule Hearing," please email the judicial assistant at bocellipleadings@ca.cjis20.org to ensure the prior hearing date is removed from JACS, confirm that the new hearing date is available, and so that the Court can consider the request.

- **MAGISTRATE**

In the Family Division, parties are encouraged to schedule hearings before a Magistrate. Generally, evidentiary hearings can be heard by the magistrate at an earlier date than if the matter is heard by the Judge. Before submitting an Order of Referral to Judge Bocelli's office, the moving party should confirm that the opposing party will consent to the use of a magistrate for that motion or hearing. When submitting the proposed Order of Referral, the cover letter to Judge Bocelli shall state whether the opposing party consents to the magistrate hearing the matter.

DO NOT SET A HEARING WITH THE MAGISTRATE UNTIL THE ORDER OF REFERRAL HAS BEEN ENTERED BY THE COURT.

The Court expects all parties appearing before the Magistrate to conduct themselves in such a way as if they were appearing before the assigned Circuit Court Judge:

- Be on time and conscious of the Magistrate's time;
- Be respectful and remember you are addressing the Court;
- Be prepared.

- **DEPARTMENT OF REVENUE (DOR) CHILD SUPPORT ENFORCEMENT:** Please direct all inquiries regarding Department of Revenue (DOR) Child Support Enforcement cases, including but not limited to: telephonic hearing requests, Supplemental Petitions for Modifications of Child Support, motions in need of a hearing and already scheduled hearings to DOR Child Support Hearing Officers: Matthew Henry and Howard Atkin at 239-533-3322.

- **VIEWING AVAILABLE HEARING TIMES ON JACS** Hearings are limited to the time reserved. The parties opposing the motion are entitled to equal time.

Accordingly, the party reserving and scheduling the hearing shall confer with opposing counsel and agree to the actual time requested. Please visit JACS (Judicial Automated Calendaring System) to view available time slots: https://www.ca.cjis20.org/jacsatt/AvailableSlotFrame.asp. You can view and coordinate hearings that are 2 hours or less. Once your date and time has been coordinated and approved by all counsel/parties, you will need to submit your request to reserve your hearing time to bocellipleadings@ca.cjis20.org.

- For all 30 minute hearings, please view JACS and look for two 15-minute spots that are back to back on the same date.
- For all 45 minute hearings, please view JACS and look for three 15-minute spots that are back to back on the same date, once the date and time has been coordinated.
- For all 60 minute hearings, please view JACS and look for one-hour time slots. If none are available, look for four 15-minute spots that are back to back on the same date, once the date and time has been coordinated.
- All hearing requests for hearing time that requires 2 hours or longer will need to be submitted by email to bocellipleadings@ca.cjis20.org.

Reserving Hearings: After your date and time has been coordinated and agreed to by all parties, please email the Judicial Assistant at bocellipleadings@ca.cjis20.org. Hearing requests must include the case number, parties' names, pending motion(s) and date the motion(s) was/were filed, the length of hearing time requested, and if the hearing will be an evidentiary hearing. Please reference the case number and time requested in your subject line. Please be advised you need to include the other party/counsel in your emails to this office. **Hearing time will not be reserved until you get a confirmation email from the Judicial Assistant, so please act promptly.**

No Piggy-Backs, Cross Notices, or Substitutions or Adding of Motions. Once a motion has been set for hearing, additional motions may not be "crossed-noticed," "piggy-backed," or substituted during the time reserved for the original motion without express consent of opposing counsel and the Court. The original scheduling party should be contacted for consent before seeking the Court's approval to add additional motions.

- **Scheduling Trials:**
  - Docket Sounding: The Court expects the parties to have filed all necessary documents to be ready for trial at docket sounding. At docket sounding, the parties will receive their final date-certain trial date unless the court needs to set back-up trial dates. Failure to attend docket sounding or failure to comply with pre-trial conference orders may result in dismissal of claims, entry of default, or sanctions.

- All Trials Are Special Set: At this time, this Court tries to avoid stacking multiple trials for the same date. The Order Setting Trial will indicate whether your trial is set as a back-up. Accordingly, unless otherwise indicated, all trial dates scheduled by the Court or determined at pre-trial conference are special set trials and the parties should expect to proceed with trial on the trial date provided. Failure to attend trial shall result in dismissal of claims, entry of default, and sanctions.

All attorneys and *Pro Se* litigants must follow the Local Rules and Twentieth Judicial Circuit's Standards of Professionalism, which are available on the Internet at www.ca.cjis20.org . Unprofessional conduct before the Court will be handled by the Court, including referrals to the local Professional Committee or the Florida Bar.

- **Notice of Hearing:**
  - A notice of hearing must be filed (indicating the date of filing of the motion set with Judge) and served immediately after reserving hearing time.
  - A notice of hearing involving any remote appearance must list the Court's ZOOM credentials:

Join the Zoom Meeting
(Please download the Zoom app or call the number below and follow the prompts)
Meeting ID: 993 886 3349
1-786-635-1003 (9938863349#)
https://zoom.us/j/9938863349

Please see Section C below regarding procedures for Remote Appearance / Zoom Hearings.

  - All notices of hearing must contain the Americans with Disabilities Act (ADA) notification required by Rule 2.540(c).

- **Continuance Procedure:**
  - The Court is required to enforce Rule 2.545(e), which states:
    - All judges shall apply a firm continuance policy. Continuances should be few, good cause should be required, and all requests should be heard and resolved by a judge. All motions for continuance shall be in writing unless made at a trial and, except for good cause shown, shall be signed by the party requesting the continuance. All motions for continuance in priority cases shall clearly identify such priority status and explain what effect the motion will have on the progress of the case.
  - Good Cause: To establish good cause, motions for continuance should state with specificity: (1) the basis of the need for the continuance, including when the basis became known to the movant; (2) whether the motion is opposed; (3) the action and specific dates for the action that will enable the movant to be ready, including, but not limited to, confirming the specific date any required participants are available; and (4) the proposed date by

which the case will be ready to proceed and whether that date is agreed by all parties.

- Timeliness: Motions for continuance must be filed and submitted along with a proposed order granting the continuance at least 5 business days prior to the scheduled court date for which the continuance is sought, barring exigent circumstances, and emailed to the judicial assistant at bocellipleadings@ca.cjis20.org
- Propose a solution: Open ended continuances or continuances that do not indicate when the party will be ready to proceed are disfavored. Ideally, a motion for continuance will provide the Court with a new date for the hearing, trial, deposition, or proceeding. Proposed orders granting motions for continuance shall include a table providing all deadlines that will be required to be moved or which are affected by the proposed continuance, in a form substantially similar to the following:

Prior Deadline	**New Deadline**
i.e. Discovery deadline: 2/17	3/17

- **Cancelling Hearings:**
  - To cancel a hearing, you must immediately *file and serve a notice of cancellation* on opposing counsel and any self-represented litigant. You must also notify the judicial assistant immediately by telephone or via email at bocellipleadings@ca.cjis20.org to ensure the prior hearing date is removed from JACS and so that the Court can consider the request.

C. Remote Appearance / Zoom Hearings

- **Remote Appearance / Zoom Hearings, Generally:**
  - Governing Rule: This Court's procedures, the Administrative Orders of the 20th Circuit, and Rule 2.530 govern remote hearings. Please refer to these authorities, especially Rule 2.530, when making motions and requests to the Court related to remote appearances and Zoom hearings.
  - This Court is generally willing to permit persons to appear for Court virtually, by videoconference. The Court uses a Zoom platform to conduct virtual hearings. There is no charge for litigants to use Zoom for their court appearances, nor do they need to set up an account.
  - The Florida Rules provide the Court with some discretion in determining when and how to conduct Zoom hearings. On one hand Zoom hearings are efficient, convenient, and less costly than in-person hearings, and permit attorneys, witnesses, and parties from out of the area to participate in proceedings they otherwise may not be able to attend. On the other hand, parties and attorneys have difficulty navigating the presentation of evidence via Zoom, it is more difficult to assess credibility of witnesses and conduct cross-examination via Zoom, persons often have audio and video difficulties

that cause delays or continuances, and some persons treat Zoom hearings as less formal than in-person proceedings. The Court seeks to balance these factors when exercising discretion about how and when to conduct Zoom hearings.

- Hearings to be scheduled via Zoom: All non-evidentiary hearings scheduled for 30 minutes or less may be held via Zoom unless the Court determines that good cause exists to require such a hearing to be in person.
- Hearings that must be in person: Unless the Court permits otherwise, the following categories of hearings shall be in person:
  - Jury Trials
  - Non-jury trials scheduled for longer than 1 hour.
  - Evidentiary hearings scheduled for longer than 1 hour.
  - Evidentiary hearings involving self-represented individuals scheduled for longer than 15 minutes.

  If a party needs to present testimony via Zoom, please refer to the procedure set forth in Rule 2.530(b)(2).
- Hearings not identified above may be scheduled in person or via Zoom as agreed by the parties.
- No Hybrid Proceedings: Due to the technology available in the courtroom, hybrid proceedings are not permitted. If a hearing is required or permitted to be conducted by Zoom, all parties, counsel, and witnesses shall appear by Zoom.
- Exhibits/Documents: All exhibits/documents intended to be used during a Zoom proceeding must be filed in the court file in advance of the proceeding so that the Court, Clerk, parties, and counsel have access to the exhibits/documents during the proceeding.
- Objecting to Zoom or In-Person proceedings: A party may file an objection in writing to the form of the hearing within 10 days after service of the notice of hearing. A party waives objections to the form of the hearing by failing to timely object to the notice of hearing unless, before the date of the proceeding, the party establishes good cause for the failure to timely object. The objection must also state whether the other parties agree with the objection. A courtesy copy of the written motion or objection, and a proposed order granting the motion, must be provided to the judicial assistant by email at bocellipleadings@ca.cjis20.org. The decision to authorize the use of Zoom over objection is ultimately at the discretion of the Court.

- **Judge Bocelli's Personal Zoom Information:**

Join the Zoom Meeting

(Please download the Zoom app or call the number below and follow the prompts)

Meeting ID: 993 886 3349

1-786-635-1003 (9938863349#)

https://zoom.us/j/9938863349

- **Requirements for Attendance via Zoom:**
  - *The Court may continue any hearing at which a party does not comply with these procedures. If parties have continued difficulty complying with these procedures, the Court may require that all hearings in that action be in person.*
  - Proper Location of Participants: Please be in an area with either good cell reception or strong Wi-Fi. Any person appearing remotely must be in a private location that is quiet and free from distractions. Under no circumstances will a participant be permitted to appear remotely from a moving vehicle.
  - Proper Dress and Appearance: Any person appearing remotely must dress and behave professionally in the same manner as if physically present in the courtroom.
  - Camera must be on: Any person appearing remotely must enable the person's camera when joining the proceeding and keep the camera turned on until instructed otherwise by the court. If you only appear by phone, you may not be able to testify, because you must be seen in order to be sworn in.
  - Mute yourselves / no outside noise: Any person appearing remotely must mute the person's microphone when joining the proceeding and keep the microphone turned off until instructed otherwise by the court.
  - Please test equipment: If a witness appears remotely, the party calling the witness must ensure the witness has a functioning camera and microphone and has tested the internet connection before the hearing. The oath will be administered in accordance with Rule 2.530.
  - Name display: If possible, participants should display their full name (and not just a first name, nickname, or phone number) and any party they represent, if applicable. Self-represented parties should add "pro se" after their name.
  - Identify persons present: At the commencement of a remote proceeding, the Court will request that each participant identify themselves. All persons physically in the room or viewing or hearing the proceedings must be identified, even if that person is off-camera. If another person enters the room with a participant during the proceeding, that participant should notify the other participants and identify the person at that time.
  - Break out room: Upon request, the Court may place the parties in a break out room to discuss settlement or the resolution of the issues before the Court.
  - Screen sharing: Upon request, the Court may allow participants to share case law, documents, photos, or other materials via the screen-sharing mechanism, provided that the materials have been previously disclosed or filed in accordance with the Court's procedures.
  - Recording is not permitted except by a certified court reporter.
  - Interpreters: The Court does not provide interpreters for civil matters. Parties are required to provide their own interpreter if needed. If a party

attends a hearing and does not understand English or cannot communicate, the hearing will be continued until the party obtains an interpreter.

D. Submission of Orders and Judgments

- **Proposed Orders:**
  - Use the E-Portal: Proposed orders shall be submitted electronically via the Florida Courts E-Filing Portal https://www.myflcourtaccess.com/ by selecting "proposed documents" (the fourth option down on the page with the map of Florida on it), and choose Judge Kimberly Davis Bocelli for the Judicial Name. Orders should not be attached as exhibits to motions or submitted in any manner other than through the e-portal.
    - Cover Letter: All proposed orders must be accompanied by a cover letter. *The cover letter must be separately uploaded through the portal.* Do not include the cover letter as part of the same electronic file as the proposed order.
    - The cover letter must state: (1) that the motion or stipulation to which the order pertains has been e-filed already, and (2) whether the order is agreed to or contested by the other parties.
    - Format: all proposed orders must be submitted in Word format, preferably in Times New Roman, 12 point font.
    - Orders should have NO TEXT OR FORMATTING below the line "DONE AND ORDERED in Fort Myers, Lee County, Florida." The Court's document system will apply a signature block, date and a list of e-filing recipients, based on all persons listed in the e-portal for the case.
    - If you have formatting such as columns and tabs/indents, we may have to ask you to resubmit the order without those, as our system will not work otherwise.
    - The order shall include language clearly certifying that the party submitting the proposed order will ensure (by mail or email) that signed copies of the order are sent to all parties who are not listed in the e-portal.
  - Contested orders by e-portal. Please include clear notice in the cover letter that the order is contested. The parties contesting the order will have 48 hours to submit by e-portal their competing version or request extension. Otherwise, the court will rule.
  - Timeliness: Please submit uncontested pre-hearing orders at least 5 business days prior to any hearing so that the Court can consider the order and whether a hearing remains necessary. Post-hearing, proposed orders must be submitted no later than 5 days after any hearing.
  - **Orders on Motions/Stipulations to Withdraw as Counsel:** Either a) upon stipulation/consent of counsel and the client or b) upon the Court granting a motion after a hearing with notice of the motion and the hearing to the client by mail (unless the client has designated an email address in writing in the court file), counsel shall submit a proposed order promptly. A motion to

withdraw must include the client's last known address, telephone number, and email address as required by Rule 2.505(f)(1), Florida Rules of General Practice and Judicial Administration. A stipulation or consent to withdrawal of counsel must include the client's current address, telephone number, and email address. The proposed order shall include the following language:

[Petitioner/Respondent]'s email address as stated herein is [Petitioner/Respondent]'s designation of a primary email address for service of pleadings and papers unless [Petitioner/Respondent] designates a different primary email address or is excused from email service under Rule 2.516(b)(1), Florida Rules of General Practice and Judicial Administration. Fla. R. Gen. Prac. & Jud. Admin. 2.505(f)(1).

- **Orders on Stipulations to Substitute as Counsel:** Upon stipulation, with written consent of the client as required by Rule 2.505(e)(3), counsel shall submit a proposed order promptly.

E. Courtesy Copies of Case Law and Other Documents

- **Submission Deadlines:**
  - Although the Court will strive to consider all relevant materials in preparation for hearings, materials not timely filed at least 5 business days prior to the hearing may not make it to the Court file by the time the Court prepares for a hearing, and may not be reviewed by the Court. This may result in the Court needing to reserve ruling, continue the hearing, or cause other issues causing delay in resolution of matters.
  - The deadline is 5 business days before hearing: The parties must *file* all reply briefs, legal memoranda, case law, or materials a party wishes the Court to consider for the hearing no later than *5 business days* before the hearing.
  - All materials must be filed. The Court does not need any hard-copy binders or unilaterally-emailed documents. The Court will only review the documents filed in preparation for a hearing.

- **Responses to motions:**
  - Though not required, written responses to motions are encouraged so that the Court can be fully prepared to rule on motions. The Court will read all timely filed relevant materials submitted in advance of the hearing. Please file all responses or legal memoranda at least 5 business days before the hearing.

F. Emergency and Other Urgent Matters

All Emergency, Expedited or Urgent motions must first be filed and viewable with the Clerk's online filing system. A copy of the motion and a cover letter must be provided to the Court and the opposing party shall be copied with the documents (unless the motion

is a lawfully authorized ex parte motion). The Judge will review the motion to determine if there is an emergency. If so, the Judge will decide how to address the emergency with an order to show cause, expedited hearing time, or other appropriate relief. If there is no emergency, hearing time in the ordinary course will be given. All emergency motions must be sworn to and signed by the party. If emergency motion relates to a children's issue, a UCCJEA affidavit must accompany the motion**.**

G. Evidence and Exhibits

The Order Scheduling Trial and Pre-Trial Conference Order and Order Setting Trial will provide deadlines and other information for the exchange and submission of evidence. If the Court's orders have not provided prior guidance in a specific action, the following procedures will apply.

Evidence Notes for Self-represented Parties

Just because you have filed something in the Court File does NOT mean it is in evidence, OR that it is even admissible (meaning, able to be considered by the Judge for your case).

- Evidence in Florida is governed by the Florida Evidence Code, which can be found at Chapter 90, Florida Statutes. The Florida Evidence Code applies in all court proceedings, including Small Claims.
- Hearsay: Hearsay is generally defined as: any out-of-court statement, made by a person, that is offered in court for the purpose of proving the truth of the matter asserted. A common example would be: the car mechanic estimated that it would cost $700.00 to fix the damaged car. When offered for the purposes of getting $700.00 awarded in a lawsuit against the other party in the car accident, this would NOT be admissible. Instead, the mechanic would have to appear at the hearing, and offer live testimony and be subject to questioning (called cross-examination) by the other party. There are several exceptions to this rule, and they are all set forth in the Evidence Code.

  Evidence in Zoom Hearings:

  - If you or your witness plan to testify, you will need to appear by video and not just call in by telephone via Zoom. The Judge must be able to see you in order to swear you in so that you can testify. IF YOU APPEAR MERELY BY TELEPHONE, YOU MAY NOT BE ABLE TO TESTIFY.
  - If your hearing is being conducted via Zoom, and you wish to present evidence, you will need to file the evidence (generally photographs, documents and the like) with the Court at least 5 business days before your hearing, OR deliver an identical copy to each other party in the case and to the Court at least 5 business days before the hearing.

- **Submission Method:**
  - Exhibits should be submitted electronically via the Florida Courts E-Filing Portal https://www.myflcourtaccess.com/. Alternatively, you may file exhibits or other documents in person at the Clerk's office.

- **Document Procedures:**
  - Timeliness: At least 10 days in advance of an evidentiary hearing, the parties must meet and confer by telephone or video conference to stipulate to as much as practicable regarding authenticity and admissibility and to agree on the format and manner in which evidence will be presented at the hearing. To ensure a meaningful meeting, the parties must exchange exhibit lists that specifically identify the potential exhibits to be used at the hearing at least 48 hours prior to the meeting.
  - Meet and Confer Requirement: During the meet and confer after the exchange of exhibit lists, the parties shall jointly prepare an index of all exhibits that will be used at the hearing. The plaintiff or movant shall be primarily responsible for preparing this index and for providing the final copy of the index to the court and clerk's office. This index shall also specifically identify what objections exist, if any, to each exhibit and which party is making the objection. The parties shall exchange copies of any proposed exhibits that have not previously been exchanged no later than this meeting, except for exhibits solely to be used for impeachment. All documents shall be pre-marked for identification.
  - A sample index:

Exhibit	**Admissibility Status**
Plaintiff's Exhibit 1 – Contract	Agreed or Stipulated into evidence
Plaintiff's 2 – Medical Records	Objection by Defendant 1 on the basis of relevance.

  - At least 5 business days prior to the evidentiary hearing, the parties shall file all evidence sought to be introduced. The parties should seek to file all exhibits jointly, but in the absence of a joint filing, must file unilaterally at least 2 calendar days in advance.
  - Documents that are uploaded or provided to the court in an electronic format should be named as follows: #___ Ex. [brief description of document]. For example, #1 Ex. contract between John Smith and Susan Jones 09.12.73.
  - Oversized documents and physical evidence, such as an original of a document, that are not capable of being provided electronically to the court and participants will be addressed by the court on a case-by-case basis. Participants should include a description of such evidence on the exhibit index and shall advise the court of the issue in advance of the hearing.

Exhibits must be labeled in the following format: *Insert label preference (e.g., "Petitioner/Plaintiff 1" or "Respondent/Defendant A").*

- If hard copy documents are brought to the Court, all attorneys and self-represented litigants must bring sufficient copies of each exhibit for the clerk, the court, and each party to review during the hearing or trial.

H. Links

- **Resources for Self-represented Litigants:**

  [You must click "Enable Editing" in the yellow banner when opening a document. Not doing so will lock the document.]

  - Instructions for Party not Represented by an Attorney: https://www.ca.cjis20.org/pdf/Lee/Instructionsforpartynotrepbyatty.docx
  - Designation of Email Address: https://www.ca.cjis20.org/pdf/Lee/DesignationofEmailAddre.pdf
  - Notice of Change of Mailing Address or Designated Email Address: https://www.ca.cjis20.org/pdf/Lee/NoticeofChangeofAddres.pdf
  - Request to be Excused from Email Service: https://www.ca.cjis20.org/pdf/Lee/RequesttobeExcused.pdf