## Judge Gagliardi's Office

**Proposed Orders:** To be submitted electronically through the Florida Courts E-Filing Portal

<u>Scheduling</u>: The County Court Criminal Judge's in Lee County do not utilize JACS or any other online scheduling system. Please call the office to obtain hearing time (239-533-8268). Once confirmed with all parties, please contact the office to have the hearing set on Judge Gagliardi's calendar. Hearings 15 minutes or less may be held telephonically. The Judge initiates the call at the time of the hearing, but you must contact the JA with the phone information. No order is required.

<u>Copies/Case Law needed for hearings:</u> Please file all documents in the court file and the Judge will review everything electronically.

<u>Court Date Changes/ Missed Court Dates:</u> Setting or changing a hearing date, for whatever reason, will not be handled solely over the phone. You MUST file a written motion with the Clerk of Courts, and then contact Judge Gagliardi's office to formally set the case or approve any changes. A Notice of Cancellation is required or all cancelled hearings.