

JUDGE REICHLING'S SCHEDULING PROCEDURES, DIVISION N

After you have reviewed all of the procedures below, please visit JACS to view available time slots. You can view and coordinate hearings that are **3 hours or less**. [Judicial Automated Calendaring System](#)

Scheduling Hearings:

Counsel/Parties shall follow the Standards of Professional Courtesy and Conduct for Lawyers Practicing in the Twentieth Judicial Circuit found at www.ca.cjis20.org/pdf/ao/ao_2_20.pdf.

File Motions:

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

Domestic Violence/Injunction Cases:

The cases are NOT to be scheduled on Judge Reichling's calendar. You will need to contact the Domestic Violence office at 239-533-2884 or visit their at the Clerk of Court in person on the 2nd floor of the Lee County Justice Center.

Motions for Relocation:

Relocation hearing requests are time sensitive. When a Motion for Relocation is filed, counsel must simultaneously provide a copy of the motion to the Court and contact the Judge's office for hearing time. Requests must be timely made if statutory hearing time is requested.

Motions for Temporary Relief:

Prior to setting a Motion for Temporary Relief, the parties must attend a 45 minute case management conference. Parties must comply with Florida Family Law Rule 12.285 prior to setting a case management on their Motion for Temporary Relief. The parties have the option to attend mediation to address their motion instead of a 45 minute case management conference. Please contact the Lee County Mediation Office at 239-533-3353 should you wish to schedule mediation.

Post Judgment Motions:

All post judgment motions must be mediated before a request for hearing time is made. The exceptions are Motions for Rehearing, Motions for Clarification and Motion for Attorney's Fees, if previously reserved by the Court.

Motions for Rehearing or Reconsideration:

All motions for Rehearing, Reconsideration, Clarification or New Trial must be filed within the time of the filing of the Final Order or Judgment, Pursuant to Rule 12.530 Fla. Fam. L.R.P. The moving party must file the original motion with the Clerk, provide a copy to opposing counsel and the Court by email. The Court may direct opposing counsel to file a

written response. After reviewing the motion and response, the Court will determine whether a hearing is necessary. The motion and response must contain the entire argument and all authority in the event the Court does not set a hearing.

Motions to be heard by Magistrate:

Our assigned Magistrate is Magistrate Christopher Whitney. Please prepare an Order of Referral and add mrose@ca.cjis20.org to the Electronic Service List. Once the Order of Referral has been approved by the Court, the Magistrate's assistant will assist with scheduling the hearing.

Before obtaining court time before a Magistrate, please obtain agreement from the other party or parties to same. While parties may object to proceedings occurring before a Magistrate at any time up to the beginning of said proceedings, failure to obtain prior agreement to using the Magistrate or last-minute withdrawal of such agreement, may be grounds for the assessment of fees and costs.

In the absence of an Objection to Referral to Magistrate on file, any or all Family Law matters may be referred to the magistrate by an Order of Referral to the Magistrate, except Domestic Violence, Dependency Adjudication, and Chapter 39 Termination of Parental Rights.

Department of Revenue (DOR) Child Support Enforcement cases:

In regards to Department of Revenue (DOR) Child Support Enforcement cases, please direct all inquiries to 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 Hearing Officers Matthew Henry and Howard Atkin Office phone number: 239-533-3322

IMPORTANT: 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 to view available time slots. [Judicial Automated Calendaring System](#)

You can view and coordinate hearings that are **3 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 DivisionNHearings@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 minutes spots that are back to back on the same date, once the date and time has been coordinated.
- For a two hour hearing, please view JACS to look for **two** back to back 1 hour time slots.

- For a three hour hearing, please view JACS to look for **three** back to back 1 hour time slots.
- All hearing requests for hearing time that requires **four hours** or longer will need to be submitted by email to DivisionNHearings@ca.cjis20.org.

Hearings 45 minutes or less are currently being held remotely via ZOOM, unless the court orders otherwise.

Judge Trent Reichling Zoom Information

Join Zoom Meeting <https://zoom.us/j/9244755405?omn=93607453281>

Meeting ID: **924 475 5405**

One tap mobile

+17866351003,,9244755405# US (Miami)

+14702509358,,9244755405# US (Atlanta)

ALL hearings for one hour or longer are IN-PERSON unless the court orders otherwise.

All IN-PERSON Hearings will be held in Courtroom 4-I, at the Lee County Justice Center, 1700 Monroe Street, Fort Myers, FL 33901

Scheduling of hearings:

After your date and time has been coordinated and agreed to by all parties, please email the JA at DivisionNHearings@ca.cjis20.org. Hearing requests must include the case number, parties' names, pending motion(s) and date the motion(s) was filed and the length of hearing time requested. Please reference the case number and time requested in your subject line.

FOR ADDITIONAL INFORMATION, PLEASE REVIEW JUDGE REICHLING'S FAMILY REQUIREMENTS. LINK PROVIDED BELOW.

<https://www.ca.cjis20.org/pdf/judge/JudgeReichlingProcedures.pdf>