

## JUDGE H. ANDREW SWETT'S OFFICE

**Proposed Orders:** shall be submitted electronically via the Florida court E-Filing portal <https://www.myflcourtagency.com/> by selecting “**proposed documents**” (it is the fourth option down on the page with the map of Florida on it). If you have an email address, it is a very helpful way to electronically file documents quickly and easily for free and from your computer. Cover letters are not needed or required.

**Scheduling:** The County Court Judges in Lee County do not utilize JACS or any other online scheduling system. You may obtain hearing time by doing one of the following:

1. Calling Judge Swett's office to obtain hearing dates and times
2. Email Judge Swett's assistant, Kate @ [lc-cty-jdg5@ca.cjis20.org](mailto:lc-cty-jdg5@ca.cjis20.org).

**Copies/Case Law:** Our office has gone paperless. Judge Swett does NOT want any binders or other paper copies of documents mailed to our office for a hearing. Please do not provide courtesy copies of any items that have already been filed with the clerk's office. You may efile all documents, with a notice of filing that you wish to use at least 5 days before a hearing. Then contact us by phone or email to advise that exhibits or case law has been efiled and the party wishes to use it at the hearing/trial. The Judge will review everything that has been electronically filed prior to the court date.

**COURT DATE CHANGES/MISSED COURT DATES:** Setting a new hearing date/changing a hearing date will not be handled over the phone. You **MUST** file a written request by emailing us or by filing a letter or motion directly with the Clerk of the Court (on the 1<sup>st</sup> or 2<sup>nd</sup> floor of the Lee Co. Justice Center Center) then contact our office to set a hearing or for the Judge to approve any changes.

### **SMALL CLAIMS PRE TRIAL CONFERENCES** **CIVIL PRE TRIAL TRAFFIC& MO/CO hearings:**

These cases have their own meeting ID number- please be sure to look at the hearing information for your scheduled hearing. You can find it on our personal schedule on the 20th Judicial Website or in the case at [www.leeclerk.org](http://www.leeclerk.org).

### **PERSONAL ZOOM HEARING INFORMATION**

**TELEPHONE NUMBER 1-(786) 635-1003 – CALL IN AND FOLLOW THE PROMPTS**

**PERSONAL MEETING ID NUMBER: (410) 547-8349**

**PERSONAL ZOOM LINK FOR WEB CAM USE: <https://zoom.us/j/4105478349>**

**ADDITIONAL INFORMATION AND FORMS MAYBE FOUND ON THE  
[LEECLERK.ORG](http://LEECLERK.ORG) WEBSITE**