

INSTRUCTIONS FOR
STANDING ORDERS

AND

CASE MANAGEMENT PLANS

IN CHARLOTTE COUNTY CIRCUIT CIVIL CASES

Please be advised, the Court requires the following in ALL Circuit Civil cases in Charlotte County. These instructions are provided to assist Parties/Attorneys in complying with the Court's requirements.

Standing Order in Civil Cases in Charlotte County

The "standing" order is already signed by Judge Foster. Plaintiff must copy this standing order, with the case style and service list. A copy is to be filed with the complaint; each defendant must also be served a copy with the Summons. This standing order provides all Parties with the requirements for submitting Agreed Case Management Plans within 150 days of the case being filed (some exceptions are noted). A hearing for an Order to Show Cause may be set by the Court, if the Standing Order is not properly filed/served.

Agreed Case Management Plan And Order

The Court requires a Case Management Plan to be submitted within 150 days of the filing date. Failure to submit a Case Management Plan may result in a hearing for an Order to Show Cause. The plan should generally be initiated by the Plaintiff, and discussed with / agreed to by the Defendant(s). If the Parties cannot agree on a plan, a Case Management Conference may be requested, for the Court to address the points of disagreement. One original hard copy must be provided to the Court for approval, with sufficient copies and envelopes for conformed service to all Parties. If the proposed Plan is not approved, the Court may set a Case Management Conference to finalize a plan.

Any questions regarding the Standing Order and/or Case Management Plan may be directed to the Charlotte County Civil Case Manager (Robert Glancy) at:

RGlancy@ca.cjis20.org, or by phone (941) 637-2207.

Plaintiff(s),
vs.

CASE NO.:

Defendant(s),
_____ /

STANDING ORDER FOR CIVIL CASES IN CHARLOTTE COUNTY

PURSUANT to Florida Rule of Civil Procedure 1.200(a), Florida Rule of Judicial Administration 2.545, and Administrative Order 1.13 entered by the Chief Judge of this Circuit, the parties are ordered to adhere to the following information and procedures applicable to civil lawsuits:

1. **SERVICE OF THIS ORDER.** The Plaintiff is directed to serve a copy of this order with each Summons issued in this case. One copy of this Order is to be filed with the Clerk of the Circuit Court with the issuance of the Summons. The Plaintiff shall pay the appropriate statutory clerk's fees on copies for each Standing Order issued and attached to the Summons.

2. **CIVIL CASE MANAGEMENT SYSTEM.** The Supreme Court of Florida has established guidelines for the prompt processing and resolution of civil cases. This Court has adopted a case management system to help meet those guidelines. In contested cases the parties are required to participate in the case management system. The case management system requires early consultation and cooperation among the parties for the preparation and submission of an Agreed Case Management Plan, early interaction with a Civil Case Manager and early involvement by the Court. The Agreed Case Management Plan requires the parties to identify a case track, confer in a good faith attempt to narrow the matters in controversy, identify the issues that require direct involvement by the Court, and establish a schedule for addressing those issues.¹ The Agreed Case Management Plan may be accessed at the Court's website at: <http://www.ca.cjis20.org/home/charlotte/chardcm.asp>.


Unless all of the Defendants have been served and have been defaulted, an Agreed Case Management Plan will be submitted to the Court, attention Civil Case Manager, at the Charlotte County Justice Center, 350 E. Marion Avenue, Punta Gorda, Florida 33950, on or before 150 days from the date of filing the initial complaint. If the parties are unable to agree on an Agreed Case Management Plan, a case management conference will be scheduled by the Court. If a case management conference is scheduled, attendance by trial counsel and those parties who are not represented by counsel is mandatory.

¹ Case Track options include Expedited, Standard, or Complex. Case Tracks have been established in order to comply with the case disposition standards set forth in Florida Rule of Judicial Administration 2.250(a)(1)(B).

3. **ALTERNATIVE DISPUTE RESOLUTION (ADR)**. ADR provides parties with an out-of-court alternative to settling disagreements. The Court requires the parties to participate in ADR prior to trial. Mediation is mandatory unless the parties stipulate to non-binding arbitration in lieu of mediation. Mediation is a conference at which an independent third party attempts to arrange a settlement between the parties.

4. **RULES OF PROFESSIONALISM**. The Twentieth Judicial Circuit has adopted Administrative Order 2.20, which sets forth standards of professional courtesy and conduct for all counsel or pro-se litigants practicing within the Circuit. The Court requires that all familiarize themselves and comply with Administrative Order 2.20. Administrative Order 2.20 may be viewed on the Court's website at www.ca.cjis20.org/web/main/ao_admin.asp.

DONE AND ORDERED in Punta Gorda, Charlotte County, on 2/8/13.



JOSEPH G. FOSTER
CIRCUIT COURT JUDGE