

COUNTY CIVIL - SECTION M0

ADDRESS AND HEARING ROOM:

Mail correspondence to Judge Anne Kaylor, Polk County Courthouse, P.O. Box 9000, Drawer J-129, Bartow FL 33831-9000. Hearings are done in Hearing Room 9D1, 9th Floor, Blue elevators. Please use that information in your notice of hearings. The fax number is (863) 534-4108.

SCHEDULING HEARINGS:

When calling to set a hearing please have the following information available; case number, style, attorneys' names for all parties, type of motion to be set and the amount of time needed for both parties to argue the motion. When calling to set a hearing, please be assured that the time offered to you will be the earliest available time slot that meets all parties' needs.

If there is opposing counsel, you will be given three to four dates in which to coordinate with them and then you will need to call the Judge's office back to confirm the date and time you have coordinated. Remember that the hearing date is not reserved until you talk to the Judicial Assistant to confirm that date and time. Leaving a voice mail does not constitute reserving the hearing date and time; however, the Judicial Assistant will return your call and let you know if your requested date and time is still available.

Please be advised that these dates and times are on a first come, first served basis. The Judicial Assistant usually gives the same dates and times out to various law offices and whoever calls back to secure the date first will be the party that gets the hearing date and time requested.

TELEPHONIC HEARINGS:

For hearings of 15 minutes or less, you may request to attend the hearing via telephone. **You will not need a Motion and Order for telephonic appearance.** Please be sure when scheduling the hearing that you advise the Judicial Assistant that the attorney will be appearing by phone. Please reflect that fact in your Notice of Hearing as well. When the hearing is set, you will be given the hearing line number of (863) 534-4392. ***(Please note this number may be subject to change)*** The attorney will need to call that number at the time of the hearing. If the attorneys for both parties wish to appear by phone, the opposing attorney will need to call the scheduling attorney to be conferenced in and the scheduling attorney will then call the Judge's hearing line to be transferred into the Judge's hearing room. If the defendant is pro se, please include the following in your Notice of Hearing:

Counsel for Plaintiff will appear telephonically by calling

863-534-4392. If Defendant wishes to appear by phone, he must make arrangements for a conference call with the office of Plaintiff's counsel at least two business days in advance of the hearing.

Normally, the plaintiff, defendant and their counsel are not allowed to attend TRIAL via telephone. If an exception to this policy is requested due to some unforeseen emergency, please fax a Motion and Order to the judge **PRIOR** to the court date for consideration at pretrial conference or at some other appropriate time.

Attorneys may NOT appear via telephone for hearings utilizing the services of a court reporter.

MEDIATION:

When a County Civil (CC) case is noticed for Trial, a Pretrial Conference and Mediation will be scheduled. The trial date will be set at Pretrial/Mediation if the case is not settled. The Court's Pretrial order contains instructions to both parties related to the pretrial conference. ***All parties should have their calendars available at Pretrial Conference.***

Attorneys may NOT appear via telephone for pretrial conference and mediation.

COPIES AND ENVELOPES:

Please provide an original, the appropriate number of copies to be conformed and self-addressed stamped envelopes for any proposed order or judgment being submitted. ***PLEASE DO NOT USE STAPLES ON THE PLEADINGS OR STAPLE THE COPIES TO THE ENVELOPES.***

CERTIFICATE OF SERVICE ON ORDERS:

In order to assure that the appropriate copies get to their destination, please provide a complete certificate of service on all proposed orders. On occasion, the envelopes become separated from the order with only the names listed at the bottom of the order which might cause copies to be sent to an incorrect address. An example of a complete certificate of service is:

I hereby certify that a true and correct copy of the foregoing has been furnished by hand/U.S. Mail to (plaintiff and address) and (defendant and address) (and any other party and their address), this ___ day of _____, 2007.

Judicial Assistant

OFFICE HOURS/VOICE MAIL:

Office hours are from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. If you reach the voice mail during the work day, the Judicial Assistant has been called away from her desk or is on the line with someone else and will finish that call shortly. If you wish to leave a message, please leave the case information and your telephone number and a brief description of what you need.

CANCELLATION OF HEARINGS:

Please call the Judge's office prior to the scheduled hearing to have it cancelled from Judge's docket. Please follow up with a "**Notice of Cancellation of Hearing**" to be placed in the court file. This Notice may be faxed or mailed. If it is a last minute cancellation, then faxing the notice would be time efficient for the judge, judicial assistant and court clerk.

MISCELLANEOUS:

To check on the status of any submitted Order or paperwork to be signed by the Judge, call the County Civil Clerk's Office at (863) 534-4556 and ask them to check the location of the file. If the file is checked out to the Judge, then it has not been signed. Conformed copies of orders are normally mailed the same day the Judge signs and dates it.

Please note: These procedures apply to Judge Anne Kaylor only. It is recommended that you refer to the procedure of each judge or contact the Judicial Assistant in the division for instructions.