# Judge Steven G. Rogers

## **HEARING REQUESTS & PROCEDURES**

#### **For HEARING Requests:**

**E-mail** requests to: rogers.hearings@circuit5.org (all scheduling is done via e-mail).

Please provide the <u>case name/number in the subject line</u> & include within the message the title of the motion(s) and the amount of time requested for the hearing. *Motions must be filed with the Clerk prior to the scheduling of a hearing.* 

### For Case Related Questions or General Inquiries:

Email questions or submissions to: greed@circuit5.org

Trial Notebooks or any documentation that needs to be submitted to the court for consideration should be sent electronically, two days prior to the hearing, to this email address.

#### NOTE:

Proposed orders (including a Certificate of Service that lists the name of each party to be served – please do not only use "All Parties of Record") on motions should be forwarded to: greed@circuit5.org (or via regular mail). DO NOT file proposed orders through the portal – they are not accepted via the portal, and we do not get a notification that they have been filed. Please include a copy of the motion with any submission of orders, as it sometimes takes several days for e-filings to appear in the court file.

If there are parties to the action that require service of the Order <u>via U.S. Mail</u> – the proposed order, as well as copies for conforming & self-addressed/postage-paid envelopes <u>for those particular parties</u>, need to be forwarded by mail/hand-delivery, to the Judge's office at: **110 NW 1**<sup>st</sup> **Avenue, Suite 2017, Ocala, FL 34475**. To prevent duplicate submissions - <u>please do not email the order if it is being provided to our office</u> via mail or hand-delivery.