

JUDGE ROBERT W. HODGES  
Judicial Assistant: Carolyn Matthews  
Email: [cmatthews@circuit5.org](mailto:cmatthews@circuit5.org)

## **PROCEDURES**

### **Case Management**

Within 120 Days of the filing of the case, the Court will issue a *Differentiated Civil Case Management Order and Order Establishing Motion Practice Procedures*, or the parties may file a Stipulated Civil Case Management Order and a proposed Order Approving Stipulated Civil Case Management Order. *SC2023-0962, Marion County Administrative Order A-2024-59.*

Motions shall be addressed pursuant to the Courts *Order Establishing Motion Practice Procedures*.

### **Procedures for Setting Hearings**

Hearings may be scheduled by emailing Judicial Assistant, Carolyn Matthews, at [cmatthews@circuit5.org](mailto:cmatthews@circuit5.org) for available hearing time. Hearings must be coordinated with opposing counsel and may not be unilaterally set. In the email, please provide the following information:

Case number and style

Motion to be heard and date filed (with a copy of the motion)

Amount of time requested

“Meet and Confer” confirmation

Names and counsel that will appear

Once hearing time is confirmed, a Notice of Hearing must be filed with the Clerk of Court and a copy forwarded via email to the Judge’s office.

Zoom appearances are typically permitted for most hearings set for thirty (30) minutes or less. In-person appearances are required for hearings set for more than thirty (30) minutes without prior approval.

### **Procedures for Submitting Orders**

Agreed/Unopposed Orders are to be submitted to [cmatthews@circuit5.org](mailto:cmatthews@circuit5.org) in Word format with a copy of the motion and a notation that the proposed order is agreed or unopposed, and accompanied by a cover letter indicating that opposing counsel has approved the form of the order. Please do not send proposed orders to the court until you have approval from opposing counsel. If

opposing counsel objects and intends to present a competing order, the proposed order must be submitted immediately, in Word format, with a notation in the email that it is a competing order.

Proposed order shall be sent as a separate document, not attached to the motion or cover letter.

If all parties receive e-service, proposed orders should be submitted in Word format via email to [cmatthews@circuit5.org](mailto:cmatthews@circuit5.org).

If any party receives service by U.S. Mail, then proposed orders should be submitted in hard copy to Chambers (Marion County Judicial Center, 110 N.W. First Avenue, Ocala, FL 34475), with sufficient copies and stamped addressed envelopes for all parties not receiving e-service. Should copies and stamped addressed envelopes not be provided, the moving party will be responsible for distribution of the conformed copies of the order to all parties.

Please be sure that the Certificate of Services is complete, listing all Counsel of Record and parties.

Orders should not be sent via U.S. Mail and by email. Please use one or the other, but not both.

### **Submission of Hearing Materials**

In general, the Court prefers not to receive binders or notebooks with copies of all pleadings in the court file. There is no need to waste time and resources sending copies of anything that is already in the court file. If you have case law or exhibits to provide, please bring them to the hearing. If the hearing is virtual, please send them to [cmatthews@circuit5.org](mailto:cmatthews@circuit5.org) at least five (5) business days in advance of the hearing, to allow time for the Court's review prior to the hearing. If the documents are voluminous, please send them by U.S. or express mail to Chambers.

### **Discovery Motion Procedures**

It is anticipated attorneys with cases before the court are familiar with Florida Rules of Civil Procedure 1.280 – 1.390, relating to discovery. Prior to filing a motion related to a discovery dispute, the court expects the attorneys to attempt to resolve the issue(s) without the court's intervention.

The court does not typically require a hearing on these motions. An order will be entered, after any allotted response time has elapsed. If a hearing is required, this office will contact all parties to schedule the same.