

Email Address: ajones@jud10.flcourts.org
Hearing Room: 6B2 (RED ELEVATOR 6TH FLOOR)

All scheduling for this division is done via email. Please use the above listed email to request available dates. When requesting hearing time please provide our office with the following information:

(PLEASE USE THE FORMAT BELOW) (Copy and Paste).

Case No.:	
Plaintiff:	
Defendant:	
Motion(s) to be Heard:	
Amount of Time Requested:	
Telephonic: Yes or No	
Plaintiff's Counsel:	
Defendant's Counsel:	

1. All hearing date/time slots shall be cleared with opposing counsel (if any). Once a slot has been cleared you must send back an email to reserve that particular date/time slot. If you do not, the hearing will not be reserved or added to the calendar.
2. **YOU MUST MAIL A HARD COPY OF THE MOTION AND NOTICE OF HEARING.** As most motions are scheduled several weeks out, hard copies must be sent via regular U.S. Mail, or by another mail delivery service. They must be received in this office **no later than ten (10) business days prior to the hearing date.**
3. Be sure to include the location of the hearing on your Notice of Hearing. All motion hearings are held in hearing room **6B2, 6th Floor, Red Elevators.**

APPEARING BY TELEPHONE:

Judge Grode permits telephonic appearances for matters that are scheduled for 15 minutes or less and that are non-evidentiary in nature. If more than one party will be appearing by phone, it is the responsibility of the attorneys or parties to arrange a conference call. **All parties must be on the line before calling our conference line at (863) 534-4680. WE ARE NOT ABLE TO MAKE CONFERENCE CALLS.**

Motions for Summary/Final Judgments:

When scheduling Summary/Final Judgment hearings the proposed Summary/Final Judgment, copies for conforming and self-addressed stamped envelopes for all parties **MUST** be received in the Judge's office at least 48 hours prior to the hearing. If the proposed judgments are not received the hearing will be cancelled without notice.

SUBMITTING PROPOSED ORDERS:

ORDERS SUBMITTED WITHOUT A HEARING:

1. All proposed Orders must include a copy of the motion in the packet submitted by mail to the Judge's office. Please verify the correct Judge with the Clerk's Office prior to submitting the motion/proposed Order packet for consideration. If the Judge feels that a hearing is needed, the submission will be returned to the sending attorney with a memo stating that the Judge requires a hearing, and will include the email address for scheduling. **Orders to Show Cause MUST** include a final hearing date that is obtained by email before submitting the packet for the Judge's consideration. If this is sent in with a blank for the final hearing date, it will be returned with a memo directing the attorney to email for available dates and resubmit with the date filled in.
2. Counsel must include sufficient copies and stamped envelopes to be conformed and mailed out to all parties/counsel. Otherwise, it will be up to the parties/counsel to get copies from the Clerk's Office, subject to any applicable fees.
3. All proposed orders should be bound together by either a paperclip or binder clip. **PLEASE DO NOT STAPLE** the cover letter, original proposed order, and copies to be conformed together as one large packet. Also, please do not staple the envelopes to the copies to be conformed.
4. **Stamped, addressed envelopes:** Please send stamped addressed envelopes for all parties to whom a copy of the order should be sent. The return address on the envelopes should be that of the Judge:

County Judge Robert Grode
P.O. Box 9000, Drawer J-101
Bartow, Florida 33831-9000

5. All original motions must be filed with the Clerk of Courts. If you are filing a motion that requires a reopen fee, make sure that you submit the information directly to the clerk for initial processing.

ORDER GENERATED FROM A HEARING OR TRIAL

1. The order should have a full title containing the subject matter of the motion or pleading ruled upon (e.g., Order Granting Petitioner's Motion to Compel, not just "Order").
2. The opening paragraph of the Order should include the hearing or trial date and the names of counsel and parties who were present at the hearing. If a party did not appear after having received proper notice of the hearing, the Order should so indicate.
3. All orders submitted for the Judge's signature should be on plain white paper (i.e., not on the firm's printed paper).
4. Envelopes should contain the name and address of the Judge as the return address.

CANCELLATION OF HEARINGS:

1. Please call as soon as you learn that the hearing is to be canceled as we are pressed for time available for hearings. If your case settles, you must still cancel any hearings that you have set on the Judge's calendar.
2. Only the party who set the hearing may cancel it and only with consent of opposing counsel. It is that party's responsibility to notify every one of the cancellation.
3. If the length of a hearing changes in any way (for example, a case settles and you know that a long hearing will only take a few minutes rather than an hour) please let the Judge's office know as soon as possible. The remainder of that time may be needed for other hearings.

ADDITIONAL INFORMATION FOR LIEN AND MORTGAGE FORECLOSURES

All foreclosures, including lien and mortgage foreclosures, must comply with the requirements of Administrative Order No. 3-15.14 and Administrative Order No. 3-29.2, which may be found at www.jud10.flcourts.org. Failure to comply with these administrative orders may result in cancellation of the hearing or denial of the motion.

For hearings on motions for default final judgment or summary judgment in foreclosure cases, the entire final judgment packet must be received in this office no later than ten (10) days prior to the hearing. Failure to submit the final judgment packet prior to the hearing may result in cancellation of the hearing.