



BOB GRODE
JUDGE OF THE COUNTY COURT
STATE OF FLORIDA, COUNTY OF POLK

Mailing Address:

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COUNTY COURT CRIMINAL AND SMALL CLAIMS DIVISION W3

Term of Assignment: January, 2020 – December, 2020

Court Locations: Winter Haven Branch Courthouse, 3425 Lake Alfred Road, Gill Jones Center, Winter Haven, FL 33881. All Notice of Hearings should reflect this address. Please note that there is only one courtroom/hearing room at this branch.

Jury Selection for both Criminal and Small Claims cases are held at the Polk County Courthouse, 255 North Broadway Avenue, Bartow, FL 33830. Please call our office to inquire as to a specific courtroom for jury selection or Jury Trials.

Administrative Orders: Copies of all Administrative Orders for the Tenth Judicial Circuit are available on our website at WWW.JUD10.FLCOURTS.ORG.

Docket Schedule: Three consecutive weeks of motions followed by one week of jury trials.

- Small Claims matters are held on Mondays and Thursdays
- Criminal matters are held on Tuesdays and Wednesdays
- Fridays are reserved for both Small Claims and Criminal matters

SCHEDULING HEARINGS

Please email our office to obtain hearing times for your motion hearing. You will need to provide the following information in your request:

- The style of the case, the case number, and the names of the attorneys involved
- The type of motion that will be heard;
- Your attorney's estimate of time needed for the hearing;

Please note that hearing times provided to you are not held while you clear it with opposing counsel. You must email our office back to reserve your court date.

Pursuant to Administrative Order 1.47.0, you are required to send our office a courtesy copy of all Notice of Hearings and Motion(s) via regular U.S. Mail. Please do so at such time as you E-File your pleadings or at least **ten (10) days prior** to your scheduled hearing. All mail should be sent to the above address. Failure to comply with these instructions may result in the cancelation of your hearing.

CANCELLATION OF HEARINGS

1. Please call our office as soon as you learn that a hearing is to be canceled. This enables the judge's office to perhaps use that time slot for someone who may need an emergency hearing.
2. Only the party who set the hearing may cancel it, and it is that party's responsibility to notify everyone of the cancellation.
3. Do not assume that if a case has been settled or canceled (and even if the judge has signed an order dismissing the case), the judicial assistant knows it has been canceled. Please always call the judge's office to make sure that the hearing or trial has been taken off the book.
4. 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 an emergency hearing.

FAXES

The only documents that should be faxed to our office are emergency motions. All other documents should be mailed. Also, faxes are often sent to incorrect numbers. If something is urgent enough to be faxed, you should call and make sure it was received. Also, be sure you indicate the name of the person to whom the fax is being sent, as we share a fax machine with other offices.

VOICE MAIL

Our office only has one line for incoming calls. If you call our office during normal business hours and get our voice mail, it means that we are unable to answer incoming calls (i.e., I am assisting my Judge, retrieving my mail, or taking a lunch break). Accordingly, if you leave a voice mail, you should expect to receive a return phone call in a timely fashion. **Unlike other judges' offices, our telephone lines are not set up to roll over to voice mail when on another call, thus you will get a busy signal when the Judicial Assistant is on another call.**