

JUDGE MAÑALICH'S SCHEDULING PROCEDURES

JUDGE RAMIRO MAÑALICH

Collier County Courthouse
3315 Tamiami Trail East, Suite 405
Naples, FL 34112
Email: mfechner@ca.cjis20.org

ZOOM LOG IN INFORMATION:

Zoom Link: <https://zoom.us/j/4174663607>

Zoom ID: 417 466 3607

NO PASSCODE REQUIRED

HEARING REQUESTS:

Hearings up to 30 minutes can be scheduled online through JACS. **The nature of the motion and the docket entry number must be entered in JACS. If this information is not entered, the Court will cancel the hearing.** Hearing requests for longer than 30 minutes need to be emailed to mfechner@ca.cjis20.org. Also, parties may consent to the Magistrate to set a hearing also. To do so, the parties must submit an order of referral to the Judge through the portal. Every hearing scheduled must have a notice of hearing promptly issued by the party scheduling the hearing. The notice of hearing must include, at a minimum, the following information:

- Date and time of hearing.
- Amount of time of hearing.
- Confirmation number.
- The nature of the motion(s).
- All docket entry numbers related thereto.
- List whether hearing will be conducted by Zoom, in person or hybrid.
- Certifications of coordination and attempt to resolve the hearing.

If the notice of hearing does not contain this information, this hearing will be cancelled by the Court.

LENGTH OF HEARINGS AND TIME RESERVED:

Please be considerate when making a request for a hearing as to the amount of time needed. For example, it is recommended that 5-minute time slots be used for motions to withdraw as counsel or other brief matters. Hearings are limited to the time reserved. The opposing party is entitled to equal time. Accordingly, the party reserving and scheduling the hearing date and time shall confer with opposing counsel and attempt to agree to the actual total time needed and requested.

If the parties do not adhere to the time reserved for the hearing, the Court shall stop the hearing at the end of the allotted time. The parties' hearing will be rescheduled to a later date for completion of the hearing. The parties shall have the responsibility of coordinating the new date and time with the Court and between themselves. Such rescheduled hearings will not displace other scheduled hearings merely because the rescheduled date is to finish the hearing. Any hearings scheduled by the parties that do not comply with the requirements previously stated shall be canceled.

QUICK LINKS:

General Procedures:

[JudgeManalichCircuitProcedures.pdf](#)

Magistrate Pamela Barger's downloads:

<http://www.ca.cjis20.org/Documents/magistratedownloads.aspx#collier>