

**NOTICE**  
**FELONY**  
**CASES**  
**ONLY**

Under Florida Law, judges and their assistants are prohibited from giving a party any legal advice. Also, judges and their assistants may not discuss pending cases. Judges can only hear evidence and argument in the courtroom, after a motion has been filed and all parties have been given proper notice of the scheduled hearing.

1. **COMPLETE THE MOTION FORM**

- a. Include your PRINTED name, case number, the type of motion filled in or circled and a brief written reason for the motion.
- b. Sign and date - Include your address and phone number.

2. **MAKE 4 COPIES OF THE MOTION**

- a. You must either handwrite 4 copies, or the Clerk's Office will make copies at your request for \$1 each.

3. **WALK TO THE CLERK'S OFFICE ON THE FIRST FLOOR**

- a. File the original copy of your motion write the Clerk of Court. If your motion is not filed in the Clerk's office, it will NOT be heard by the Judge, even though you obtained a hearing date and time.
- b. If your motion is to terminate or early release from probation, a receipt from the Clerk's office showing that all fees and costs are paid in full must be attached to the motion form.

4. **CALL OR EMAIL THE APPROPRIATE JUDGE**

- a. Judge Ramiro Mañalich: (239) 533-8244 or [Lee-Circuit-DivisionF@ca.cjis20.org](mailto:Lee-Circuit-DivisionF@ca.cjis20.org)  
Judge Margaret Steinbeck: (239) 533-9162 or [Lee-Circuit-DivisionS@ca.cjis20.org](mailto:Lee-Circuit-DivisionS@ca.cjis20.org)  
Judge J. Frank Porter: (239) 533-2370 or [Lee-Circuit-DivisionR@ca.cjis20.org](mailto:Lee-Circuit-DivisionR@ca.cjis20.org)  
Judge Bruce Kyle: (239) 533-2529 or [Lee-Circuit-DivisionE@ca.cjis20.org](mailto:Lee-Circuit-DivisionE@ca.cjis20.org)  
Judge Joseph Fuller: (239) 533-2860 or [Lee-Circuit-DivisionD@ca.cjis20.org](mailto:Lee-Circuit-DivisionD@ca.cjis20.org)
- b. The judge's assistant will give you a date and time for your hearing.
- c. **You must write the DATE and TIME in the blanks in the "NOTICE OF HEARING" section.**
- d. You must either handwrite 4 copies, or the Clerk's Office will make copies at your request for \$1 each.

5. **YOU MUST SERVE A COPY OF THE MOTION AND THE NOTICE OF HEARING ON BOTH THE STATE ATTORNEY'S OFFICE AND THE PROBATION OFFICE.**

- a. To serve the State Attorney, you **may go to the State Attorney's Office on the 6th** Floor of the SunTrust Building and hand deliver a copy to them; or you may mail a copy to them at PO Box 399 Fort Myers, FL 33902.
- b. To serve the Probation Office, you **may go to the Probation Office located at 2295 Victoria Ave. Room 172, Ft. Myers, FL 33901** and hand deliver it to them, or mail it to them.
- c. If you choose to mail the copies, you must allow enough time in advance of the hearing so that the notice will be received.
- d. Keep a copy for your records and use at the hearing.

**NOTE: FAILURE TO FOLLOW THESE INSTRUCTIONS EXACTLY, WILL RESULT IN YOUR MOTION NOT BEING HEARD.**