

## Instructions for Pro-Se Litigants Scheduling Hearings in Civil Court

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- Small Claims
  - A pretrial hearing will be scheduled upon the filing of a small claims case.
  - If parties do not mediate at pretrial, the judge will schedule a trial.
  - The clerk or judicial assistant will notify all parties of the trial date.
  - For small claims motions, please see the procedures for County Court below.
  
- County Court
  - File an original motion with the clerk regarding the matter you wish to be heard.
  - Contact the judicial assistant for the judge assigned to your case *no sooner* than 48 hours after filing your motion to inquire if your motion is sufficient to obtain a hearing. This short delay allows for the motion to be imaged so that it is viewable by the judge's office when you call.
  - If a hearing is scheduled, a Notice of Hearing will be prepared by the judicial assistant and copies mailed to all parties.
  - If the matter to be heard is a Motion to Determine Rent, the judge's office must review the file before a hearing is granted. If the motion is sufficient, an order granting the motion and scheduling a hearing will be entered. If the motion is insufficient, an order denying the motion will be entered by the judge and no hearing will be scheduled for that specific motion.
  
- Circuit Court
  - File an original motion with the clerk regarding the matter you wish to be heard.
  - If this is a family law matter, consult with Family Court Services to determine whether the motion must be set for hearing or an unsigned order can be submitted with the motion.
  - If this is a general civil matter, arrange the date and time for the hearing with the judicial assistant for the judge assigned to your case. For Residential Foreclosure cases see below.
  - Prepare a Notice of Hearing that includes the subject of the hearing and the date and time it is to take place. File the original notice with the Clerk's Office and mail copies to all parties.
  - If no hearing is required, along with your motion, submit an unsigned order along with the appropriate number of copies and envelopes for all parties.
  - A link to the Supreme Court Family Law forms can be found on the home page of our website, [www.leeclerk.org](http://www.leeclerk.org).
  
- Residential Mortgage Foreclosures **Only**
  - Hearing request for **Pre-Judgment** motions –
    - You will need to contact Civil Case Managers at 239-533-8421 or by email [CivilCM@ca.cjis20.org](mailto:CivilCM@ca.cjis20.org)
    - **Do not** contact the judicial assistant for hearing time in these cases.
  - Hearing request for **POST-Judgment** Motions –
    - If a final judgment has been entered, file the original motion with the clerk regarding the matter you wish to be heard.
    - Once motion has been entered in the case you will need to contact the judicial assistant for the judge assigned to the case to obtain available hearing dates and times.
    - Prepare a Notice of Hearing that includes the subject of the hearing, date and time, judge and location. File the original with the Clerk of Court and mail copies to all parties.