

Judge Susan G. Barthle  
38053 Live Oak Ave., Room 127  
Dade City, FL 33523  
352-521-4414

Handling Division Y, Civil cases, and Foreclosure Division J1 and J5.

**Remember: Electronic filings do not come to the Judge's attention.**

## **HEARINGS**

Judge Barthle's calendar is not on the internet. You must EMAIL my Judicial Assistant at [crcive1@jud6.org](mailto:crcive1@jud6.org), to set a hearing. Please have the following information available when scheduling:

**How much time is needed**

**Style of Case**

**Case number**

**Motion to be heard**

**Name of attorney setting hearing**

**Opposing attorney**

Any hearings 30 minutes or less may be by phone, hearing line number is 352-559-6329, which must be on your Notice of Hearing. Hearings 60 minutes or more will be in person.

Once a hearing has been set, I require any case law be submitted at least **14 business days** prior to the hearing.

## **CANCELLATIONS**

If your case settles, please contact my office. The mere filing of a Stipulation of Dismissal is not adequate notice to the court that a case has been settled and should be taken off the calendar.

## **ORDERS**

All proposed Orders are to be uploaded into JAWS in a PDF format. Make sure all associated parties email addresses have been inputted also into JAWS so all parties will receive an electronic copy of the Order. If you mail in Proposed Order's to be signed by the Judge, you must send in sufficient copies for all parties

along with self-addressed stamped envelopes, otherwise, you will have to obtain a copy from the Clerk.

**\*\* Do not** submit Orders with a page only for the Judges signature or the page with only the Certificate of Service.

**\*\* Do not** staple envelopes and Orders together

## **JURY TRIALS**

Copy of Motion to set Jury Trial/Non-Jury Trial should be provided to my office via email, [crcive1@jud6.org](mailto:crcive1@jud6.org). (When e-filed they do not come to the Judge) All cases will be scheduled for Mediation unless Mediation has already taken place. My Judicial Assistant will prepare the Pre-trial/Trial Orders.

Trials will only be continued if both parties stipulate to a continuance or a motion to continue has been heard.

## **WRITS**

A Court Order is required before the Clerk will issue a Writ.

Writs may be considered ex parte unless notified that a hearing is required.

The Judge signs the Order directing the Clerk to issue the Writ. The Writ must be signed by the Clerk of Court.