

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 call my Judicial Assistant at 352-521-4414, to set a hearing or to get dates for trial. 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

Due to Covid 19, all hearings are conducted by phone unless you request ZOOM. The hearing line number is 352-559-6329 which must be on your Notice of Hearing. Every participant must call in to the hearing line; no one will be calling the participants.

Once a hearing has been set, I require any case law for me to read be submitted at least 7 business days prior to the hearing. Please make every effort to submit hearing binders electronically. You may email them to my assistant.

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

Proposed orders may be uploaded into JAWS or submitted via email in Word format to my assistant. If you send in proposed orders via U. S. mail you may

experience a delay in getting the order entered, and you must send in sufficient copies for all parties along with addressed stamped envelopes. If you fail to enclose copies and stamped, addressed envelopes, you will need to get your copies 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

SERVICE EMAIL ADDRESSES

Each party must log in to JAWS and input their designated email address(es) at which they request to receive service of electronic documents. If you do not input your information, you will not receive service of documents.

CERTIFICATES OF SERVICE

Generic certificates of service stating that all parties have been served via the e-portal are not sufficient. The e-portal does not magically have every party's name and email address. Please use a proper certificate of service, such as: "I hereby certify that a true and correct copy of the foregoing has been sent via electronic mail to Jane Doe – janedoe@abc.com on this _____ day of March, 2021,"

JURY TRIALS

Copy of Motion to set Jury Trial should be provided to the Court with self-addressed stamped envelopes (80 cents postage) for all parties. (When e-filed they do not come to the Judge) All cases will be scheduled for Non-Binding Arbitration and/or 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.