

(e) **Lay Guardians' Duties.** The duties of lay guardians shall not include the practice of law.

(f) **Substitution or Discharge.** The court, on its own motion or that of any party, including the child, may substitute or discharge the guardian ad litem for reasonable cause.

**RULE 8.620. STYLE OF PLEADINGS AND ORDERS**

All pleadings and orders shall be styled: "In the interest of ....., a child", or "In the interest of ....., children."

**RULE 8.625. GENERAL PROVISIONS FOR HEARINGS**

(a) **Presence of Counsel.** The Department of Children and Family Services or the Department of Juvenile Justice must be represented by an attorney at every stage of these proceedings when such department is a party.

(b) **Presence of Child.** The child shall be present unless the child's presence is waived. If the child is present at the beginning of a hearing and during the progress of the hearing voluntarily absents himself or herself from the presence of the court without leave of the court, or is removed from the presence of the court because of disruptive conduct during the hearing, the hearing shall not be postponed or delayed, but shall proceed in all respects as if the child were present in court at all times.

(c) **In Camera Proceedings.** The child may be examined by the court outside the presence of other parties under circumstances as provided by law. The court shall assure that the proceedings are recorded unless otherwise stipulated by the parties.

(d) **Invoking the Rule.** Before the examination of any witness the court may, and on the request of any party shall, exclude all other witnesses. The court may cause witnesses to be kept separate and to be prevented from communicating with each other until all are examined.

(e) **Continuances.** The court may grant a continuance before or during a hearing for good cause shown by any party.

(f) **Record.** A record of the testimony in all hearings shall be made by an official court reporter, a court-approved stenographer, or a recording device. The

records of testimony shall be preserved as required by law. Official records of testimony shall be transcribed only on order of the court.

(g) **Notice.** Where these rules do not require a specific notice, all parties will be given reasonable notice of any hearing.

(h) **Magistrates.** Pursuant to the Florida Rules of Civil Procedure, both general and special magistrates may be appointed to hear issues involved in proceedings under this part.

#### **RULE 8.630. COMPUTATION AND ENLARGEMENT OF TIME**

(a) **Computation.** Computation of time shall be governed by Florida Rule of Judicial Administration, except for rule 8.655, to which 2.514(a)(2)(C) shall not apply and the statutory time period shall govern.

(b) **Enlargement of Time.** When by these rules, by a notice given thereunder, or by order of court an act is required or allowed to be done at or within a specified time, the court for good cause shown may, at any time in its discretion, (1) with or without notice order the period enlarged if the request is made before the expiration of the period originally prescribed or as extended by a previous order, or (2) upon motion made and notice after the expiration of the specified period permit the act to be done where the failure to act was the result of excusable neglect; but it may not, except as provided by law or elsewhere in these rules, extend the time for making motion for new trial, for rehearing, or for vacation of judgment or for taking an appeal. This rule shall not be construed to apply to detention or shelter hearings.

(c) **Time for Service of Motions and Notice of Hearing.** A copy of any written motion which may not be heard ex parte and a copy of the notice of the hearing thereof shall be served a reasonable time before the time specified for the hearing.

#### **RULE 8.635. PROCESS**

(a) **Summons and Subpoenas.**

(1) **Summons.** Upon the filing of a petition, the clerk shall issue a summons. The summons shall require the person on whom it is served to appear for a hearing at a time and place specified. Except in cases of medical emergency, the time of hearing shall not be less than 24 hours after service of the summons. If