

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

If your hearing is 15 minutes or less, you may attend the hearing by **phone** providing my office is notified that is your preference. The hearing line number is 352-559-6329.

Once a hearing has been set, I require a copy of the Motion and any case law for me to read 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

Orders must be submitted by mail. If you send 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 should be provided to the Court. (When e-filed they do not come to the Judge) All cases will be scheduled for Mediation unless already taken place.

If a trial date is agreed upon, you must contact my JA to make sure those dates are available. My JA will prepare the Order setting trial with a Pre-Trial date and Calendar call.

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.