

**FRANKLIN COUNTY - CIRCUIT JUDGE JONATHAN SJOSTROM'S
PROCEDURE FOR SCHEDULING HEARINGS**

****ALL CORRESPONDENCE/COPIES OF MOTIONS AND PROPOSED
ORDERS SHALL BE EMAILED TO JUDGE'S JUDICIAL ASSISTANT
LORRAINE GAUSS AT gaussl@leoncountyfl.gov.***

***ANY MAIL SHOULD BE MAILED TO OUR LEON COUNTY OFFICE AT :
LEON COUNTY COURTHOUSE
C/O JUDGE JONATHAN SJOSTROM
301 SOUTH MONROE STREET
TALLAHASSEE, FLORIDA 32301***

To Request or Schedule a Hearing, please follow the below procedure:

The preferred method to schedule a hearing is to contact Judge Sjostrom's Judicial Assistant, (JA), Lorraine Gauss via **e-mail** at gaussl@leoncountyfl.gov. If you have not received a returned e-mail within a reasonable time, please send a follow-up e-mail request or call (850) 606-4321.

Notice for Scheduled Hearing:

After you have confirmed a hearing date and time, please file your Notice of Hearing. Please provide within **ten (10) days** a courtesy copy of the **Notice of Hearing including the ZOOM information and Motion(s)** to be heard **via email** to Ms. Gauss.

During Covid Emergency Ms. Gauss will provide the **ZOOM audio/video meeting information** for you insert in your Notice of Hearing. Please provide within **ten (10) days** a courtesy copy of the **Notice of Hearing and Motion(s)** to be heard **via email** to Ms. Gauss.

Our physical location for Scheduled hearings:

Franklin County Courthouse
33 Market Street, Third Floor Judicial Hearing Room
Apalachicola, Florida 32320
(850) 697-9555

Our location for mailing purposes:

Leon County Courthouse
301 South Monroe Street
Chambers Room No. 301-D
Tallahassee, Florida 32303
(850) 606-4321

Telephonic Appearance for Attorney(s):

The attorney(s) requesting to appear telephonically at a scheduled hearing will need to provide a Motion, indicating position of opposing attorney in the motion, and Proposed Order for the Judge's approval **at least ten (10)** days before the hearing to allow for processing of the order. A courtesy copy of the Motion and a Proposed Order shall be sent via e-mail to the JA (gaussl@leoncountyfl.gov). The JA will e-file the executed order to all parties listed on the e-file list. The attorney(s) will initiate the call to the Judge's office at either (850) 606-4321 or (850) 697-9555 (the JA will provide which phone number to call) at the scheduled date and time. If more than one attorney is attending via telephone, the attorneys are **responsible** for coordinating the conference call before calling the Judge's office.

Telephonic Appearance for Pro Se Litigant(s) are Persons or Parties without an attorney:

Pro Se Litigant(s) requesting to appear telephonically must contact the attorney involved in the case to advise of the request. The litigant or party shall submit motion, by including in the motion if the attorney agrees or disagrees to request, and proposed order to the Judge's office **ten (10)** days before the hearing to allow for processing of the order. The litigant or party shall appear with a **Notary Public** and **proper Identification** at scheduled time by calling the Judge's office at number(s) provided previously.

If attorney and Pro Se Litigant are appearing telephonically, **both** parties are **responsible** for coordinating the conference call before calling the Judge's office.

**FRANKLIN COUNTY – CRIMINAL DIVISION
MOTIONS/ORDERS FOR CONTINUANCES**

ALL ATTORNEYS assigned to Franklin County's Criminal Division who have motions/orders to continue cases are to submit motions/proposed orders at least two (2) days before the hearing to the Judge's Judicial Assistant, (JA), Lorraine Gauss via e-mail at gaussl@leoncountyfl.gov with the position of opposing attorney or the motion will not be considered on the date of the hearing.

All other courtesy copies of Motions and proposed orders are to be submitted **via e-mail** to gaussl@leoncountyfl.gov

If you have any questions, concerns or comments, please contact the Judge's JA, Lorraine Gauss at (850) 606-4321 or gaussl@leoncountyfl.gov

Thank you.