

HONORABLE RENEE INMAN
Judicial Assistant – Laurie
MANATEE COUNTY COURT DIVISION 1

CONTACT INFORMATION

Office Hours: 8:00am – 4:30pm; closed from noon to 1p.m. for lunch

Courtroom: All hearings will be held in courtroom indicated on Notice of Hearing.

Physical Address: Manatee County Judicial Center, 1051 Manatee Avenue West, Bradenton, Florida

Mailing Address: P.O. Box 3000, Bradenton, Florida 34206

Phone: (941)749-3605

Facsimile: (941)749-3676 – The fax is to be used for emergencies only. Notices of hearings, motions and all non-urgent documents should be hand-delivered, mailed, or emailed to the Judge’s office.

Email addresses: [County Division 1](#) (Please note this email address is to be used solely for the *submission of documents*, not for *communication* with the Judge’s office. **Any emails sent for communication purposes to this address will not be read, considered, filed, or responded to.**)

[Laurie McClure](#) This email address should be used for any communication with the Judge’s office

Website: www.jud12.flcourts.org

LOCAL RULES AND STANDARDS OF PROFESSIONALISM: Local Rules for the Twelfth Judicial Circuit are available on the Circuit’s website, from the Manatee County Bar Association and its website, and in the Bar’s Membership Directories. Judge Inman adheres to Local Rules 5a and 5b regarding discovery motions. Non-compliance could result in the cancellation of your hearing. All attorneys must also adhere to the Twelfth Judicial Circuit Standards of Professionalism, adopted by the circuit on October 20, 2010 in Administrative Order 2010-22.2.

REQUIREMENTS FOR CIVIL MATTERS

CASE ASSIGNMENTS: The Clerk of Court randomly determines the judge assigned to a case. Please consult with the Manatee County Clerk of Court to determine the judge assigned to your case – (941)-749-1800 or www.manateeclerk.com.

SCHEDULING HEARINGS/TRIALS: All hearings are to be scheduled through the Judicial Automated Calendaring System (JACS). If you need more than 60 minutes of hearing time or cannot find adequate time in JACS to schedule your hearing, please call the Judicial Assistant.

REQUIREMENTS FOR ALL HEARINGS. For any civil hearing, any party wishing the Court to consider legal authority shall submit their authority to the Judge's office (in hand, by mail, or by [email](#)) at least 3 days prior to the hearing (or at least 24 hours in advance if there is less than 3 days between the motion filing and the hearing) the motion to be heard and any case law or other authority the parties wish the Court to consider.

CROSS-NOTICING: Once a motion is scheduled, subsequent motions may not be added or cross-noticed without prior approval of the original scheduling attorney and then the Judge. Please note that if your motion is permitted to be heard, you must comply with the requirements set forth in the previous paragraph.

CANCELLATIONS: Cancellations should be done as soon as the parties are aware that the need for the hearing time no longer exists. If a party is unable to cancel a hearing through JACS, please contact the Judicial Assistant so that she can make the time available for other cases. If a hearing is cancelled, opposing parties and/or counsel must be notified.

MOTIONS FOR REHEARING, RECONSIDERATION AND NEW TRIAL: All motions for rehearing, reconsideration and new trial are to be submitted directly to the Judge's office. The motion shall be detailed and include case law or other legal authority. Judge Inman will first review the motion to determine whether a hearing is required.

EMERGENCY AND EXPEDITED HEARINGS: There are no set criteria as to emergency or expedited hearings and the Judicial Assistant can only give out emergency or expedited hearing time on the Judge's direction. All motions requesting emergency or expedited hearing time should be faxed, emailed, or delivered to the Judge's office with an attached cover letter that includes the amount of hearing time requested. The Judge will then review the motion to determine whether expedited or emergency hearing will be forthcoming.

Any emergency motion filed by an attorney shall contain certification that the attorney has personally spoken with opposing counsel, or has made diligent attempts to contact opposing counsel, in an effort to resolve the disputed issue(s) and recite opposing counsel's position.

TELEPHONIC, AND OTHER ELECTRONIC, APPEARANCES AT HEARINGS: Judge Inman allows telephonic appearances upon **prior** written request, and generally only on hearings 15 minutes or less in length that are non-evidentiary in nature, unless stipulated by the parties. For evidentiary hearings, the requesting party must comply with the requirements of Fla. R. Jud. Admin. 2.530(d). Any party or witness testifying by phone or other electronic means should call the Judge's chambers at the time of the hearing, and must fax or email a legible copy of the party's identification and the notary's credentials. The Court will **not** initiate the call.

INMATE APPEARANCES: The attorney scheduling a hearing is responsible for notifying the bailiff's office if an inmate needs to be transported from the jail for a hearing.

INTERPRETERS: If an interpreter is needed, you must arrange for the interpreter. The Twelfth Judicial Circuit provides interpreters for all court events, if requested properly in advance. Please see the Circuit's website, at the [Court Interpreter page](#), for information on scheduling an interpreter.

MOTIONS TO COMPEL – ORDER WITHOUT HEARING: When a motion to compel that complies with the good faith certification in Florida Rule of Civil Procedure 1.380(a)(2) (motion "must include a certification that the movant, in good faith, has conferred or attempted to confer with the person

or party failing to make the discovery in an effort to secure the information or material without court action”), alleges the absence of a response or objection to discovery, and there has been no request for an extension of time to respond, the Court, without a hearing, may enter an order requiring compliance with the original discovery request within 15 days of the signing of the order, provided no written showing of good cause has been filed by the non-moving party. The movant must submit to the Court a proposed order.

REQUIREMENTS FOR CRIMINAL HEARINGS

CASE ASSIGNMENTS: Judge Inman is assigned to cases in which the Defendant’s last name begins with A, B, C, D, and I. She may be assigned other cases by the Chief Judge.

SCHEDULING HEARINGS: Any criminal motion hearings are scheduled directly through the Judge’s office. Any civil traffic hearings are scheduled by motion and proposed order.

REQUIREMENTS FOR ALL HEARINGS: For any criminal hearing in which the parties will be submitting legal authority to the Court, the parties shall submit to the Judge’s office (in hand, by mail, or by [email](#)) at least 3 days prior to the hearing (or at least 24 hours in advance if there is less than 3 days between the motion filing and the hearing) the motion to be heard and any case law or other authority the parties wish the Court to consider.

COURTESY COPIES: The scheduling attorney must provide the Judge’s office with a courtesy copy of all Notices of Hearing and Notices of Cancellation of Hearing.

MOTIONS FOR REHEARING, RECONSIDERATION, OR NEW TRIAL: These motions must first be sent to the Court. The Court will review the motion and determine if hearing time will be forthcoming.

EMERGENCY HEARINGS: All motions needing emergency hearing time should be emailed, faxed or delivered directly to the Judge’s office. The motion should detail the circumstances of the emergency. The Court will review the motion and determine whether expedited or emergency hearing time will be forthcoming. **Any emergency motion filed by an attorney shall contain certification that the attorney has personally spoken with opposing counsel, or has made diligent attempts to contact opposing counsel, in an effort to resolve the disputed issue(s) and recite opposing counsel’s position.**

CONSOLIDATION OF TRAFFIC CASES: When there are related traffic infraction and criminal cases, any party moving to consolidate the cases may submit a motion and order to consolidate to the judge’s office for review, with a copy to the State Attorney. The State shall notify the Court immediately if there is any objection to the requested relief.

PRETRIAL CONFERENCES: Criminal Pretrial Conferences can be continued two times without the need for defense counsel to appear, provided that the defense attorney has filed the Pretrial Conference Request Form prior to the scheduled Pretrial Conference (including handing the form to the Clerk at the Pretrial Conference). The forms will be available in the courtroom and on the Twelfth Judicial Circuit website. Judge Inman’s Pretrial Conference, Docket Sounding, and Trial dates are available on the Twelfth Judicial Circuit’s website.

SUBSTITUTION OF COUNSEL: Stipulations for substitution of counsel must include the signature of the client signifying his/her consent to the substitution of counsel, in accordance with Fla. R. Jud. Admin. 2.505(e).

REQUIREMENTS FOR EMAIL SUBMISSIONS

SUBMITTING DOCUMENTS VIA EMAIL: If any documents are to be submitted by email, they shall be submitted to [County Division 1](#). The **sole** purpose of this email account is for the submission of documents under these requirements, or for the submission of a proposed order. The email account is not to be used to communicate with the Judge's office in any way. *Any emails sent for communication purposes to this email address will not be read, considered, filed, or responded to.*

Any proposed order shall be submitted as an email attachment in a format compatible with Microsoft Word (.doc or .docx format) – do not send in PDF format. If a proposed order is submitted by email, you must provide stamped/addressed envelopes for all parties.

Any documents submitted by email shall be copied to the opposing counsel/*pro se* party, and there shall be an indication in the email that copies have been so provided.