

TO: Thomas J. Powell, 803 N. Calhoun, Tall., Fl. 32303
FROM: Judge Terry P. Lewis, Circuit Judge
RE: Brown v. Stafford CASE NO: 00-2878



Pursuant to your Not. to Vacate Order of Dis. or for Rehearing filed 12-21-00, time has been reserved for a hearing on mon. Feb. 12, 2001, at 9:00 a.m., in New Judge's Chambers, Third Floor, at the Leon County Courthouse, Tallahassee, Florida. **YOU ARE RESPONSIBLE FOR SERVING A COPY OF THIS MEMO (WHICH SHALL BE CONSIDERED NOTICE OF HEARING) ON ALL OPPOSING PARTIES, IN THE MOST EXPEDITIOUS MANNER POSSIBLE.** Any party may appear by phone at the hearing by making arrangements with the Judge's Judicial Assistant, Laura Ogden, at (850) 577-4308, at least 48 hours beforehand.

If the above date and time conflict with a previously scheduled matter, it is suggested that the parties consider the following options (1) adjust your schedule so you can attend, either in person, or by phone; (2) have another attorney appear in your place; (3) submit the issue for resolution, without oral argument; (4) set up a conference call with opposing counsel and the Judicial Assistant at the above number to reschedule.

If a party chooses to exercise option 4, that party should initiate a telephone conference call with all other counsel and the Judicial Assistant to reschedule the matter for the next available date on the calendar, consistent with the schedules of all of the parties. If the parties cannot agree on a time to reschedule, a motion to continue should be immediately filed.

If you do not have a copy of the memo dated 1/28/00, regarding preferred practices and procedures in the civil division for cases assigned to Judge Lewis, you may wish to pick up one from the Clerk's Office or, if more convenient, this document will be mailed to you upon receipt of a written request to the Judicial Assistant and a self-addressed stamped envelope.

Your motion has been scheduled for 30 minutes. Requests for additional time should be in writing and state the unusual circumstances that warrant special consideration.

PLEASE NOTE: AS A GENERAL RULE, COURT FILES WILL NOT BE AVAILABLE AT HEARINGS, UNLESS SPECIFICALLY REQUESTED. THE PARTIES SHOULD THEREFORE EITHER PROVIDE TO THE JUDGE, AT LEAST 48 HOURS BEFORE THE HEARING, A COPY OF ALL PLEADINGS, LEGAL MEMORANDA, OR OTHER DOCUMENTS THEY WISH THE JUDGE TO CONSIDER, OR ALTERNATIVELY, REQUEST THAT THE COURT FILE BE PULLED AND IDENTIFY SUCH PLEADINGS OR COURT DOCUMENTS BY THE TITLE AND DATE FILED SO THAT THE SAME CAN BE REVIEWED PRIOR TO THE HEARING. A COVER LETTER REFERENCING THE DATE AND TIME OF HEARING SHOULD ACCOMPANY ANY TRANSMITTAL OF DOCUMENTS TO THE JUDGE.

This document was mailed to the above movant on Jan. 17, 2001.
By Laura M. Ogden, Judicial Assistant

In accordance with the Americans Disabilities Act, persons needing special accommodation to participate in this proceeding should contact the Court Administrator's Office no later than seven days prior to the proceeding at (850) 488-1357.

NOTE: Judge Lewis is requesting written memorandums from all parties involved in the above hearing on or before 2-10-01. Please forward this request with your hearing notice. smo