



## **CIRCUIT JUDGE TIM REGISTER ADMINISTRATIVE PROCEDURES**

Patty Kelley, Judicial Assistant

Bay County Courthouse  
300 E. 4<sup>th</sup> Street  
Panama City, FL 32401  
850-914-6486

Washington County Courthouse  
1293 Jackson Avenue  
Chipley, FL 32428  
850-638-6255

### **CIVIL AND FAMILY LAW CASES**

#### **Scheduling Hearing Time**

- Motions must be filed with the Clerk of Court and served on all parties or counsel of record.
- After your motion has been filed and served, you must submit an email to Patty Kelley at [kelleyp@jud14.flcourts.org](mailto:kelleyp@jud14.flcourts.org) (with a copy all parties or counsel of record) and refer to the clerk's assigned case number. Please also include a copy of the motion, the amount of time needed, the first date the movant is available, and the names of attorneys that will attend the hearing.
- Do not include the judicial assistant in email communications between counsel/staff relative to dates available for each side. After the requesting party has cleared a selected date with opposing parties, the requesting party must confirm the date with judicial assistant via email. Once confirmed, a Zoom link will be provided unless an in-person hearing has been requested.
- Requesting party must file a Notice of Hearing with the Clerk of Court within five (5) business days and provide a courtesy copy of the notice to the judicial assistant.
- Additional motions are not permitted and cannot be "piggybacked" unless previously cleared with the judicial assistant and opposing counsel.
- If you have tried in good faith to coordinate a hearing and have not received a response from opposing counsel within three business days, you may set the hearing unilaterally. Please make sure to note on your Notice of Hearing, "Set Unilaterally per Judge Register's Procedures".

#### **Proposed Orders**

If the court rules on a matter during the hearing and instructs counsel to prepare an appropriate order (or for any stipulated order), the proposed order must first be circulated to all parties or counsel of record. The proposed order must contain a cover letter in .pdf format and the proposed order must be submitted in Word format through the e-portal. It is critical that all Orders must comply with the DJMCA format. The proposed order must also contain the following concluding paragraph: "The party who submitted this proposed Order to the court for approval is required to serve a copy of the signed Order upon any person(s) not registered to receive service via the e-portal." For information relative to filing proposed orders, you can locate the information at [E-Filing Proposed Orders | Fourteenth Judicial Circuit of Florida \(flcourts.org\)](http://E-Filing Proposed Orders | Fourteenth Judicial Circuit of Florida (flcourts.org))

### **Instructions to Insert Exhibits unto a Proposed Order (Word document)**

If the proposed order incorporates an exhibit or agreement, the exhibit or agreement must be inserted into the proposed order. To do so, follow these steps:

- A. Open your PDF in Adobe. Select File>Export to>Image>JPEG.
- B. Choose where you want to save the JPEG images and it will save them in that file, with the title of the document they were created from and the page #.
- C. In Word, go to "Insert" and under Illustrations, select "Pictures" and "This Device..."
- D. \*\*\* This is the important part, so the pages are in order\*\*\* When you go to insert the JPEG images that you created from the PDF - make sure that your Page 1 is listed first in the list of files. If it is out of order, click on the "Date Modified" column and it should sort them into the correct order for you.
- E. Click on the Page 1 JPEG at the top of the list, hold down the Shift key and the down arrow at the same time on your keyboard, this will highlight all your JPEG images that you are inserting into Word. Select "Insert" on the file pop-up box and they should all now be in your Word document - all JPEGs and in the correct order.

### **Evidence**

Any documentation being used or relied upon at a hearing that a party wants the Court to review and consider must be submitted at least three (3) business days prior to the date of the hearing. This includes exhibits, memoranda not previously filed with the clerk copies of case law, statutes, or other citations, any demonstrative aides or any other documentation that a party intends to use at the hearing. However, additional copies of motions, memoranda already filed with the clerk or other documents which are in the court file (unless attached to or incorporated in other filings and not easily accessible or identifiable) do not need to be submitted again prior to the hearing.

In lieu of sending an email with attachments or hard copies of hearing materials, all hearing materials should be submitted via Microsoft OneDrive. The procedures of obtaining the drop box are as follows: Any counsel or party that desires to provide hearing materials shall contact the judicial assistant and request a OneDrive link for the case. The email request shall be copied to all other counsel or parties. The judicial assistant will send out an email to all parties with a link to the drop box. Either the movant or party opposing the motion may submit documents to the drop box. Please label the documents submitted to the drop box so that they can be easily identified. If documents being submitted include exhibits for an evidentiary hearing, please pre-mark the exhibits and identify the party intending to introduce the exhibit. Use of the OneDrive drop box is the preferred method to submit materials to the Court in advance of a hearing. If it is impossible to use the drop box, materials may be submitted in hard copy format, to be mailed so that the documents are received at least three (3) business days prior to the hearing. DO NOT email copies of hearing documents to the judicial assistant.

### **Cancellations**

Notify the judicial assistant of all hearing cancellations and trial settlements by email as promptly as possible to open the time slot for other matters. Even if parties file a Notice of Cancellation, they are still expected to notify the judicial assistant promptly. Only the party that scheduled a motion hearing may cancel said hearing. Please note that parties may not cancel a trial without first having filed a fully executed settlement agreement on all civil cases.

## **ADDITIONAL INFORMATION FOR FAMILY LAW CASES**

- Self-represented litigants may seek assistance by contacting the Case Management Unit. Forms are also available from the appropriate Clerk of Court website as well as online from the Florida Supreme Court at [www.flcourts.org](http://www.flcourts.org).
- All temporary relief hearings are limited to one hour (30 minutes per party) unless otherwise approved by the court.

## **ADDITIONAL INFORMATION FOR CIVIL CASES**

- In order to schedule a bench trial or jury trial, a fifteen (15) minute case management conference must be scheduled.
- Following a case management conference, Judge Register requires the counsel to issue an Order Setting Pre-Trial Conference and Jury Trial (or Non-Jury Trial). All cut-off discovery dates shall be agreed upon by parties and included in the order.