

Administrative Procedures for Judge Roberts

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Revision Date 7/14/2022

Civil – Hearing Time General Procedures

1. Verify Judge Roberts is the judge assigned to the case
2. DO NOT call the judge's office to request hearing time.
3. Email request for hearing time to Judge Roberts's assistant, Melanie Baggett, and CC opposing counsel. These requests can be sent to baggettm@jud14.flcourts.org. Use Bay or Holmes County case number and style of case as your subject line.
4. Provide the following information in the hearing time request email:
 - a. Type of motion(s) to be heard
 - b. Actual amount of time needed for counsel to argue motion(s)
 - c. First date movant is available for hearing
 - d. Names of attorneys that will attend hearing
 - e. You may attach a copy of the motion(s) to the email
5. Judicial assistant will "reply all" to the email with available dates, times and instructions. **READ ENTIRE EMAIL.** Be aware that Bay and Holmes Counties are in the **central time zone**.
6. Only email the judicial assistant to request dates and confirm the hearing date. DO NOT include the judicial assistant in email chains between counsel and/or staff to clear dates (or anything else).
7. DO NOT file a notice of hearing before receiving a confirmation email from the judicial assistant confirming that the hearing has been set
8. Email the judicial assistant a copy of all notices for hearing once filed
9. Any motions noticed, but not specifically scheduled with the judicial assistant, will not be heard.
10. Additional motions cannot be piggybacked on a previously scheduled hearing time without being cleared with the judicial assistant and opposing counsel, and provided sufficient time has been reserved. To add a motion to a previously scheduled hearing, obtain opposing counsel's consent to the addition, then email the judicial assistant about adding the motion to the hearing. The judicial assistant will confirm the addition of the motion to the hearing time. Do not prepare and file a notice of the added motion until receipt of the judicial assistant's confirmation.
11. Address: Holmes County: 201 North Oklahoma Street, Bonifay, Florida 32425; Bay County: 300 East Fourth Street, Panama City, Florida 32401. There is no room number – just list as Judge Roberts's Chambers. Include the Zoom instructions (if applicable) in any notices.

Civil – Hearing Time Motion Calendar Docket

1. For short motion hearings (5 to 10 minutes), a motion calendar docket will be maintained by the Court.
2. It is anticipated that counsel can set hearings on the motion calendar docket with one to two week advanced notice.
3. Follow the procedures contained in the General Procedures on Page 2 (to include emailing the judicial assistant for available motion calendar dockets, clearing the hearing time with opposing counsel, confirming the date and providing a copy of the notice of hearing). Slots on each motion calendar docket are limited. Slots on a particular motion calendar docket will be given on a first come, first confirmed basis.
4. All matters set on the motion calendar should be noticed to start at 9:00 am (CST)
5. The case/motion will be called in the order that the motions are set for hearing
6. The motion calendar is intended to hear short, simple motions on an expedited basis to keep a case moving. If extensive argument occurs, the hearing will be continued to a later time, to be set for a time certain under the General Procedures on Page 2. Accordingly, DO NOT try to set a matter on the motion calendar that cannot be concluded within 10 minutes as it will delay the conclusion of the hearing on the motion and annoy the other attorneys set for hearing on the motion calendar. If there is an abuse of the motion calendar docket by a particular attorney or law firm, it may result in the attorney/law firm not being able to set matters on the motion calendar in the future.

Civil – Trial Dates

1. DO NOT request a case management conference to obtain trial dates, unless setting a multi-day non-jury trial or a jury trial that will take longer than one week
2. Email request for trial dates to Judge Roberts’s assistant, Melanie Baggett, and CC opposing counsel. These requests can be sent to baggettm@jud14.flcourts.org.
3. Use Bay County or Holmes County case number and style of case as your subject line
4. Provide the following information in the trial request email:
 - a. Attach a copy of the filed notice for trial
 - b. Specify whether it is a jury trial or non-jury trial
 - c. If a jury trial – specify the number of days needed, exclusive of jury selection
 - d. If a non-jury trial – specify the amount of time needed. If over one day, a case management conference is needed
5. Judicial assistant will “reply all” to the email with available dates and instructions. READ ENTIRE EMAIL.
6. Only email the judicial assistant to request dates and confirm the final date selected. DO NOT include the judicial assistant in email chains between counsel and/or staff to clear dates (or anything else).
7. Once the trial date is confirmed, Judge Roberts will enter an order setting trial and pretrial dates, including discovery, disclosure and mediation deadlines

Civil – Zoom Instructions

1. Hearings may be held in person or by Zoom depending on the nature of the case, the Court's calendar and the length of the hearing. Appearance by Zoom or in person should be confirmed with Judge Roberts's judicial assistant.
2. Video Zoom connection information is as follows:

<https://zoom.us/j/2014348705>

Dial (for United States)

+1 786 635 1003

+1 301 715 8592

Meeting ID: 201 434 8705

3. Include Zoom instructions above in any notices for hearing
4. If appearing for a hearing by Zoom, it is requested that counsel and parties attending the hearing do so via video, unless video is impossible
5. As a video Zoom conference hearing is a court proceeding, it is anticipated that any counsel or party attending a hearing will be properly attired as if appearing in person in court
6. So that hearings can promptly start, please log into the Zoom video conference at least five (5) minutes before the hearing start time. The judge will admit you to the hearing from the waiting room. DO NOT disconnect from Zoom just because you may not be admitted right at the hearing time.
7. So that Judge Roberts can identify which persons in the waiting room are associated with a particular hearing, please set your Zoom user/screen name to your name or your firm's name (as opposed to a nickname or other phrase).

Civil – Submission of Proposed Orders

1. All proposed orders must be submitted via the 14th Judicial Circuit's e-filing portal.
2. All proposed orders must include a cover letter in .pdf format. The cover letter should indicate whether the proposed order is agreed to by opposing counsel/party or not.
3. All proposed orders must be submitted in Word format
4. All proposed orders must be in DJCMA format (see #6 & 7 below)
5. Proposed orders do not need to include the addresses or email addresses of recipients of the order at the end. A copy of the signed order will be served on all counsel/parties registered for service via the e-portal.
6. If the case involves a pro se party who is not registered to receive filings from the e-portal, the proposed order shall include as the last paragraph (before DONE AND ORDERED) the following statement:

Counsel 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.

Counsel receiving the served copy of an order entered is then charged with responsibility for serving (via mail or email) a copy of the signed order on any party not registered to receive service via the e-portal. The judge's office will not mail out copies of any orders.

7. A memo with instructions on submission of proposed orders and the DJCMA format can be accessed at: [Microsoft Word - Memo-Submission of Proposed Orders to Judiciary.doc \(flcourts.org\)](#)
8. A video with instructions on submission of proposed orders and the DJCMA format can be accessed on the 14th Judicial Circuit website under Announcements & Notices at: [Fourteenth Judicial Circuit of Florida | \(flcourts.org\)](#)
9. Any proposed order not complying with the above instructions will not be entered

Civil – Submission of Hearing Materials (Pleadings, Memoranda, Exhibits, Case Law)

1. 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 two (2) business days prior to the date of the hearing. This includes:
 - a. Exhibits
 - b. Memoranda not previously filed with the clerk
 - c. Copies of case law, statutes or other citations
 - d. Any demonstrative aides
 - e. 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 already 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.

2. In lieu of sending an email with attachments or hard copies of hearing materials, all hearing materials should be submitted via Microsoft OneDrive drop box. The procedures of obtaining the drop box are:
 - a. Any counsel or party that desires to provide hearing materials shall contact the judicial assistant and request a OneDrive drop box 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.
 - b. Either the movant or party opposing the motion may submit documents to the drop box
 - c. Please label the documents submitted to the drop box so that they can be easily identified
 - d. If documents being submitted include exhibits for an evidentiary hearing, please premark the exhibits and identify the party intending to introduce the exhibit. Counsel should agree on the method being used to identify the exhibits (such as one side using numbers and the opposing side using letters, or using party ID before the number/letter).
3. 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 two (2) business days prior to the hearing.
4. DO NOT email copies of hearing documents to the judicial assistant

Civil – Cancellations

1. In the event of a cancellation of a hearing, please notify the judicial assistant as promptly as possible to open the time for other cases.
2. In the event of a settlement of a case set for trial, please notify the judicial assistant that the matter has settled so it can be removed from the trial docket, even if there are still matters remaining to be concluded (filing dismissal, signing of agreed upon settlement agreement, exchange of payment, etc.). However, if a settlement is contingent upon the agreement to the form of an agreement and/or release, please wait until the language of the agreement and/or release is agreed to by all parties prior to requesting a matter be removed from the trial docket.
3. Notices to the judicial assistant of a cancellation or settlement should be sent via email.
4. Upon receipt by the judicial assistant of the email canceling a hearing or notifying of a settlement, the matter will be removed from the calendar, whether or not a notice of cancellation has been filed. There is no need to send a copy of a notice of cancellation to the judicial assistant. However, filing such a notice and providing such to any opposing counsel or party (especially in the case of opposing pro se parties) is considered good professionalism and courtesy.

Family Law – Hearing Time General Procedures

1. Verify Judge Roberts is the judge assigned to the case
2. DO NOT call the judge’s office to request hearing time
3. Email request for hearing time to Judge Roberts’s assistant, Melanie Baggett, and CC opposing counsel. These requests can be sent to baggettm@jud14.flcourts.org.
4. Use Bay or Holmes County case number and style of case as your subject line
5. Provide the following information in the hearing time request email:
 - a. Type of petition(s)/motion(s) to be heard
 - b. Actual amount of time needed for counsel to argue petition(s)/motion(s) – other than matters specified under #6 below
 - c. First date movant is available for hearing
 - d. Names of attorneys/parties that will attend hearing
 - e. You may attach a copy of the petition(s)/motion(s) to the email
6. For the following petitions or motions, hearings will be scheduled for a maximum of these amounts of time (without prior permission of the Court and based on unusual circumstances):

a. Petition/motion for temporary relief	1 hour
b. Petition/motion for child pick up	1 hour
c. Exception hearings	1 hour
d. Pretrials, case management, non-evidentiary motions	15 min per motion
- Final hearings can be set for one-half day or all day. Half day hearings are set from 9:00 to 12:00 or 1:00 to 4:00. All day hearings are set from 9:00 to 4:00.
7. Judicial assistant will “reply all” to the email with available dates, times and instructions. READ ENTIRE EMAIL. Be aware that Bay and Holmes Counties are in the central time zone.
8. Only email the judicial assistant to request dates and confirm the hearing date. DO NOT include the judicial assistant in email chains between counsel and/or staff to clear dates (or anything else).
9. DO NOT file a notice of hearing before receiving a confirmation email from the judicial assistant confirming that the hearing has been set
10. Email the judicial assistant a copy of all notices for hearing once filed

11. Any motions noticed, but not specifically scheduled with the judicial assistant, will not be heard
12. Additional motions cannot be piggybacked on a previously scheduled hearing time without being cleared with the judicial assistant and opposing counsel, and provided sufficient time has been reserved. To add a motion to a previously scheduled hearing, obtain opposing counsel's consent to the addition, then email the judicial assistant about adding the motion to the hearing. The judicial assistant will confirm the addition of the motion to the hearing time. Do not prepare and file a notice of the added motion until receipt of the judicial assistant's confirmation.
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Family Law – Final Hearing Dates

1. DO NOT request a case management conference to obtain final hearing dates, unless setting a multi-day final hearing
2. Email request for final hearing dates to Judge Roberts's assistant, Melanie Baggett, and CC opposing counsel. These requests can be sent to baggettm@jud14.flcourts.org.
3. Use Bay or Holmes County case number and style of case as your subject line
4. Judicial assistant will “reply all” to the email with available dates and instructions. READ ENTIRE EMAIL.
5. Only email the judicial assistant to request dates and confirm the final date selected. DO NOT include the judicial assistant in email chains between counsel and/or staff to clear dates (or anything else).
6. Once the final hearing date is confirmed, the party/counsel requesting the final hearing will prepare a proposed order setting final hearing, which will contain proposed disclosure and other deadlines. Obtain opposing counsel's consent to the form of the order and deadlines included therein. If you need a form of the proposed order, contact Judge Roberts's assistant to request. Judge Roberts will enter the order upon submission.

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2. Video Zoom connection information is as follows:

<https://zoom.us/j/2014348705>

Dial (for United States)

+1 786 635 1003

+1 301 715 8592

Meeting ID: 201 434 8705

3. Include Zoom instructions, if applicable, above in any notices for hearing
4. It is requested that all counsel and parties attending a Zoom hearing do so via video, unless video is impossible
5. As a video Zoom conference hearing is a court proceeding, it is anticipated that any counsel or party attending a hearing will be properly attired as if appearing in person in court
6. So that hearings can promptly start, please log into the Zoom video conference at least five (5) minutes before the hearing start time. The judge will admit you to the hearing from the waiting room. DO NOT disconnect from Zoom just because you may not be admitted right at the hearing time.
7. So that Judge Roberts can identify which persons in the waiting room are associated with a particular hearing, please set your Zoom user/screen name to your name or your firm's name (as opposed to a nickname or other phrase).

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6. If the case involves a pro se party who is not registered to receive filings from the e-portal, the proposed order shall include as the last paragraph (before DONE AND ORDERED) the following statement:

Counsel 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.

Counsel receiving the served copy of an order entered is then charged with responsibility for serving (via mail or email) a copy of the signed order on any party not registered to receive service via the e-portal. The judge's office will not mail out copies of any orders.

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 - b. Either the movant or party opposing the motion may submit documents to the drop box
 - c. Please label the documents submitted to the drop box so that they can be easily identified
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2. In the event of a settlement of a case set for final hearing, please notify the judicial assistant that the matter has settled so it can be removed from the final hearing docket, even if there are still matters remaining to be concluded (filing of signed settlement agreement, entry of final judgment, etc.). However, if a settlement is contingent upon the agreement to the form of an agreement, please wait until the language of the agreement is agreed to by all parties prior to requesting a matter be removed from the final hearing docket.
3. Notices to the judicial assistant of a cancellation or settlement should be sent via email.
4. Upon receipt by the judicial assistant of the email canceling a hearing or notifying of a settlement, the matter will be removed from the calendar, whether or not a notice of cancellation has been filed. There is no need to send a copy of a notice of cancellation to the judicial assistant. However, filing such a notice and providing such to any opposing counsel or party (especially in the case of opposing pro se parties) is considered good professionalism and courtesy.