



**JUDGE JAMES J. GOODMAN
ADMINISTRATIVE PROCEDURES**

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1. SCHEDULING A HEARING.

The procedures set forth below must be followed in order to schedule hearings on Judge Goodman's calendar:

- A. A motion must be filed with the Clerk of Court and served to all parties or counsel of record. No hearing shall be scheduled on motions that have not yet been filed.
- B. After your motion has been filed and served, you must *email* Mira Phillips at phillipsm@jud14.flcourts.org. DO NOT call Judge Goodman's office to request a hearing time. Your email communication must be copied to all parties or counsel of record and must include a reference to the clerk's assigned case number, a copy of the motion, a request for hearing date, names of counsel for parties, and the length of hearing requested. Further counsel shall certify that the disputed motion has been received by the opposing counsel/party and that the requestor has conferred with the opposing counsel/party in a good faith effort to resolve the matter without a hearing. This office does not receive a notification when a pleading is filed electronically with the Clerk of Court and is not responsible for the setting of unrequested hearings.
- C. Judge Goodman generally allots up to thirty (30) minutes for hearings involving discovery disputes. Any hearing request for over thirty (30) minutes involving a discovery dispute shall have accompanying therewith a detailed explanation regarding the need for additional time. Counsel and parties are instructed to review this Court's "Procedures Related to Civil Discovery Matters" prior to scheduling such discovery related hearings.

- D. Judge Goodman will open his calendar ninety (90) days in advance for the setting of requesting civil hearings. For example, on February 1, the Court's availability will be as follows: all of February, all of March and all of April.
- E. Only email the judicial assistant to request hearing dates and to confirm the final date proposed by the Court. Do not include the judicial assistant in email communication between counsel/staff relative to dates when each, or the other, are available.
- F. You will be provided with proposed hearing dates. These dates are not guaranteed and will not be held open until cleared and confirmed. If necessary, additional proposed dates will be provided.
- G. After the requesting party has cleared a selected date with all parties or counsel of record, the requesting party must confirm the selected date with Mira Phillips by email communication. This email must be copied to all parties or counsel of record. Any proposed hearing date which is not confirmed via email within 3 business days will be deemed waived by the requestor.
- H. If this office confirms in writing that the selected date is still available, then the requesting party must provide this office with written Notice of Hearing which has been filed with the Clerk of Court and served to all parties or counsel of record. The Notice of Hearing must identify the specific motion by title and the date that the motion was filed with the Clerk of Court. The Notice of Hearing shall be filed within five (5) business days of confirmation of the hearing date by this office.
- I. If a requesting party or attorney encounters difficulty clearing a hearing date with all parties or counsel of record, then a five (5) minute telephone conference will be scheduled during which time Judge Goodman will clear an appropriate hearing date and time. Alternatively, this Court's jurisdictional powers also allows it, upon its own initiative, to schedule any hearing on its own accord and based on its own availability.
- G. Serving a Notice of Hearing for a date and time previously cleared for another motion (otherwise known as "piggybacking") is not permitted unless you have been specifically authorized to do so in writing by Judge Goodman or Mira Phillips.
- H. All proposed hearing times will be in the Central Time Zone, and all notices of hearing must set a hearing with reference only to Central Time Zone.
- I. DO NOT file a Notice of Hearing before receiving a confirmation email from the judicial assistant confirming that the hearing has been set.

2. SCHEDULING A TRIAL.

The following procedure governs the scheduling of a bench or jury trial:

- A. The requesting party or counsel of record must file a Notice that the action is at issue and ready to be set for trial pursuant to Rule 1.440, Fla. R. Civ. P. The Notice must be filed with the Clerk of Court and served to all parties or counsel of record.
- B. In order to schedule a bench trial or jury trial, a fifteen (15) minute case management conference must be scheduled with the Court. The case management conference must be scheduled following the procedure set forth in the paragraph one above. Be aware, existing jury trial dockets are one-week dockets and this Court's scheduled trial weeks are listed on the website.
- C. Following the case management conference, unless the parties are otherwise instructed, Judge Goodman will issue an Order Setting Pre-Trial Conference and Jury Trial (or Non-Jury Trial). Counsel for all parties shall ensure that said Order is filed, and shall review the Order in its entirety, within twenty (20) days of the case management conference.

3. SUBMISSION OF PROPOSED ORDERS.

- A. All proposed orders must be submitted via the 14th Judicial Circuit's e-filing portal.
- B. All proposed orders must include a cover letter in .pdf format. If the proposed order is contested, the order should not be submitted via the portal and you should contact this office to schedule a hearing on the contested matter. The cover letter shall state with specificity that opposing counsel/party agrees to the proposed order or that the opposing counsel/party was given at least seven (7) days to object to the proposed order but failed to respond. The cover letter shall also reference the particular hearing and hearing date that the proposed order stems from, if any. If there are disagreements over a proposed order, the parties shall attempt to work them out before seeking court intervention. If the disagreement cannot be worked out, each side should submit a proposed order with an extra copy highlighting the portions which are not agreed upon. Said disputed proposed orders shall be submitted to the email of Mira Phillips and shall not be filed via the e-filing portal.
- C. All proposed orders must be submitted in the appropriate format.

- D. 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.
- E. 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: *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.* Counsel receiving the served copy of an order entered is then charged with responsibility for serving (via U.S. 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.
- F. Review the following link [How to Submit a Proposed Order in DJMCA Format - YouTube](#) for basic information relative to filing proposed orders through the e-filing portal.
- G. Any proposed order not complying with the above instructions will not be entered.

4. **HEARING PROCEDURE.**

- A. ALL *NON-EVIDENTIARY* HEARINGS WITH JUDGE GOODMAN WILL BE CONDUCTED VIA TELEPHONE OR ZOOM UNTIL FURTHER NOTICE. FOR TELEPHONIC HEARINGS, THE ATTORNEYS SHALL CALL INTO THE FOLLOWING NUMBER PRIOR TO THE HEARING: 1-312-626-6799# OR 1-646-558-8656# AND insert Conference ID: 615 900 6238#. FOR ZOOM HEARINGS, THE ATTORNEYS SHOULD USE THE ZOOM INSTRUCTIONS BELOW.
- B. ANY *EVIDENTIARY* HEARING WHICH IS SCHEDULED FOR AN HOUR OR LESS SHALL BE CONDUCTED VIA ZOOM. FOR ZOOM HEARINGS, THE ATTORNEYS/PARTIES SHOULD USE THE ZOOM INSTRUCTIONS BELOW. ALL EVIDENTIARY HEARINGS LASTING MORE THAN **SIXTY (60)** MINUTES SHALL BE CONDUCTED IN-PERSON AT THE BAY COUNTY COURTHOUSE.
- C. SHOULD AN ATTORNEY/PARTY REQUEST FOR A NON-EVIDENTIARY HEARING TO BE CONDUCTED IN-PERSON, THEY SHALL MAKE SUCH A REQUEST IN WRITING AND SHALL SET FORTH THE BASIS FOR THE REQUEST WITH SPECIFICITY.

ZOOM INSTRUCTIONS

Judge Goodman's Zoom Instructions

The information below is to be used to appear remotely for court before Judge Goodman. This Zoom information is to be used **ONLY** by attorneys and defendants. Felony proceedings are livestreamed on the Fourteenth Judicial Circuit's YouTube channel for the benefit of interested non-parties.

Please note:

- A. You may log in three (3) minutes before the scheduled start time of the hearing.
- B. Once you enter the Zoom Room, mute your line until your case is called.
- C. Please ensure you have connected to audio. If you have not connected to audio, the Court will not be able to hear you.
- D. Please ensure you have logged in with a display name that identifies who you are.
- E. **As a reminder, being in the Zoom Room is the same as being in the courtroom and as such, proper courtroom decorum should be adhered to. You should wear proper attire (no hats), no smoking or vaping is allowed, and it is best if you are in a place as free of noise and distractions as possible.**
- F. If you are to be sworn in, you must appear via video.

To appear by video:

<https://zoom.us/j/6159006238>

Meeting ID: 615 900 6238

To appear by phone:

Dial the number below and enter the Meeting ID followed by #

1-312-626-6799

Meeting ID: 615 900 6238

So that Judge Goodman 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).

5. **EVIDENCE & WITNESSES.**

The following rules pertain to evidence related to evidentiary hearings before this Court.

- A. **Five (5) Days Prior to Hearing:** Exchange all evidence to be presented at the hearing and exchange witness lists, which shall include telephone numbers and email addresses.
- B. **Three (3) Days Prior to Hearing:** 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:
 - 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 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 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 pre-mark 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).

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.

C. **Witnesses:** If you plan on calling witnesses, you must file a Witness List which includes their telephone numbers and email addresses. The Witness List shall be exchanged between the parties five (5) days prior to the hearing and shall be emailed to the Court at phillipsm@jud14.flcourts.org three (3) days before the hearing. The parties are responsible to provide ZOOM login information to their witnesses.

D. **Guidelines for ZOOM and Telephonic Hearings:**

- a. This is not a meeting- - it is a court hearing. Attorneys and parties shall dress and behave as if they were attending Court in person. The same rules and expectations which apply to an “in-person” hearing shall also apply to a ZOOM or telephonic hearing.
- b. Hearings are anticipated to begin and conclude on time.
- c. Please “rename” yourself on Zoom to show your actual name so that you may be readily identified for your hearing. Any person not appropriately named may be excluded from the hearing because the Court will not recognize the participant as appropriate for the hearing.
- d. Witnesses will generally remain in the ZOOM waiting room until they are “called” to testify. All testifying witnesses shall have access to the audio *and* video ZOOM technology as the Court shall desire to hear *and* see them testify.
- e. Participants should speak one at a time and pause prior to speaking in case there is any audio/video lag for any other participants. Participants should also mute themselves when not speaking in order to avoid potential background noise.

- f. It is the responsibility of counsel, prior to the hearing, to insure not only the attorney, but the attorney's clients and witnesses (1) have access to ZOOM; (2) have access to the exhibits for which they will be testifying; and (3) are familiar with the use of ZOOM and the associated requirements of this Court.

6. CANCELLATIONS.

A. 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.

B. Parties may not cancel a trial without first having filed a fully executed settlement agreement.

C. Parties may not cancel a judicial CMC except as detailed in the Judicial CMC Order

7. MOTIONS TO WITHDRAW & SUBSTITUTE.

A. Counsel may seek withdrawal from representation upon filing of an appropriate motion. Notice must be provided to all parties and the withdrawing attorney's client. The motion shall set forth the reasons for withdrawal and the client's last known address. If the client does not consent to the withdrawal in writing, a hearing will need to be scheduled to permit the withdrawal.

B. Motions to substitute counsel must comply with Fla. R. Gen. Prac. & Jud. Adm. 2.505 and contain the client's written consent.

8. MISCELLANEOUS.

Mira Phillips can be reached at **850-747-5320** should you have any questions or need clarification about the procedures outlined above. All email communications to the Court must be copied to all parties or counsel of record and must include a reference to the clerk's assigned case number in the subject line.