

**Circuit Civil Law
Administrative Procedures
Christopher N. Patterson, Chief Judge
Fourteenth Judicial Circuit**

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Amanda Williams, Judicial Assistant to Judge Patterson
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Phone: 850-914-6485

Hearing Time

1. Email your request for time to Judge Patterson’s judicial assistant, Amanda Williams, at williamsa@jud14.flcourts.org. Copy opposing counsel.
2. Include the following in your request:
 - a. Case style;
 - b. Case number;
 - c. Type of motion to be heard;
 - d. Amount of time needed;
 - e. First date movant is available for hearing;
 - f. Names of attorneys that will attend the hearing; and
 - g. Attach a copy of the filed motion to the email.
3. Only email the judicial assistant to request dates and to confirm the final date. Do not include the judicial assistant in email chains between counsel/staff relative to dates when each, or the other, are available.
4. The judicial assistant will send an email confirming the date and time of the hearing. Do not file notices of hearing before receiving the confirmation email from the judicial assistant. Email a copy of all notices of hearing to the judicial assistant at williamsa@jud14.flcourts.org.
5. Any motions noticed, but not specifically scheduled with, or confirmed by, the judicial assistant, will not be heard.

Certificate of Good Faith Conference

1. Before filing any motion, except as noted in paragraph c, the moving party shall confer with counsel for the opposing party in a good faith effort to resolve the issues raised by the motion, and the motion shall contain a statement certifying that the moving party has conferred with opposing counsel and that counsel have been unable to agree on the resolution of the motion (the “Certificate”).
 - a. The term “confer” as used herein, means a substantive conversation either in person or by telephone in a good faith effort to resolve the motion without court action and does not envision an exchange of ultimatums by email, fax, or letter. Certification that counsel has attempted to confer with opposing counsel is not sufficient. The court may sua sponte deny motions that fail to include an appropriate and complete certificate under this section.
 - b. The certificate shall set forth the date of the conference, the names of the participating attorneys, and the specific results achieved. It

shall be the responsibility of counsel for the movant to arrange for the conference. Counsel are expected to respond promptly to inquiries and communication from opposing counsel. Repeated failure or refusal of a party or attorney to so confer should be set out with specificity in the certificate.

- c. No conference, therefore no certificate, is required for appropriate ex-parte motions, uncontested motions, judgment on the pleadings, summary judgment, or other dispositive motions.
- d. A party alleging that a pleading fails to state a cause of action will confer with counsel for the opposing party before moving to dismiss, and, upon request of the other party will stipulate to an order permitting the filing of a curative amended pleading in lieu of filing a motion to dismiss.

Civil Law – Digital Appearance for All Matters

1. Until further notice, all matters will be held via digital means, with the exception of jury trials, or as ordered by the Court.
2. The Zoom information to include in your proposed order is:
 - a. To appear by video: <https://zoom.us/j/5750510920>, Meeting ID: 575 051 0920
 - b. To appear by telephone: find your local number at <https://zoom.us/u/ahgMSDn4i>, Meeting ID: 575 051 0920#
3. Remain muted until your case is called.

Submission of Proposed Orders

1. Judge Patterson accepts proposed orders through the e-filing portal.
2. The proposed order must be submitted through the e-portal, using the “Submit Proposed Order(s) to Judiciary (Court)” option on the e-filing map page.
3. When submitting a proposed order:
 - a. Order must be in DJMCA format.
 - b. Orders must not contain fill-in blanks.
 - c. Orders must not contain sections breaks.
 - d. Include the following statement in all submitted orders as the last 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.
- e. Proposed order not complying with the above will be returned to the correction queue.
4. A cover letter in .pdf format must accompany proposed orders.
 5. The proposed order must be submitted in .docx (Word) format.
 6. If you convert a .pdf file to a .docx file, read every character in the proposed order for accuracy before submitting to the Court.

Exhibits for Hearings

1. Electronic Copy
 - a. Email Judge Patterson's judicial assistant, Amanda Williams, at williamsa@jud14.flcourts.org, at least three (3) days prior to the hearing to request access to a OneDrive folder for your case. Copy opposing counsel. Include the following in your email request:
 - i. Case Style
 - ii. Case Number
 - iii. Date of Hearing
 - iv. Email address for all counsel or parties.
 - b. You will receive a OneDrive folder, and you may upload any exhibits you plan to present to the folder.
 - c. Exhibit must be clearly labeled.
 - d. You must serve exhibits on the other party/counsel at an email address (via the OneDrive folder) or you are required to mail the exhibits to their address of record. They must receive the exhibits prior to the hearing.
2. Physical Copy
 - a. If you do not have access to a computer, mail any exhibits to the party/counsel at the address of record and to Judge Patterson's office at P.O. Box 976, Marianna, FL 32447, at least seven (7) days prior to the hearing.
 - b. Exhibits must be clearly labeled.

Cancellations

1. Notify the judicial assistant by email of all hearing cancellations and trial settlements as promptly as possible to open the time slot for other matters.
2. Parties may not cancel a trial without first having filed a Notice of Voluntary Dismissal. An Order of Dismissal must be provided to the Court.