

**JUDGE DEDEE S. COSTELLO'S PROCEDURES FOR
SCHEDULING A HEARING AND SUBMISSION OF ORDERS**

1. **SCHEDULING A HEARING.**

The procedures set forth below must be followed in order to schedule a hearing on Judge Costello's calendar:

- A. A motion must be filed with the Clerk of Court and served to all parties or counsel of record.
- B. After your motion has been filed and served, you must email Samantha Jones at jones@jud14.flcourts.org. 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, and the length of hearing requested. This office does not receive a notification when a pleading is filed electronically with the Clerk of Court.
- C. 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.
- D. 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 Samantha Jones by email communication. This email must be copied to all parties or counsel of record.
- E. 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(s) by title and the date that the motion(s) was filed with the Clerk of Court.
- F. 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 Costello will clear an appropriate hearing date and time.

- 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 Costello or Samantha Jones.
- 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.

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 paragraph one above.
- C. Following the case management conference, the Court will enter an order scheduling the matter for trial (bench or jury). Trials shall only be cancelled or continued by Court order.
- D. A notice of hearing setting a bench trial or jury trial is not permitted.

3. **TELEPHONIC APPEARANCES.**

Telephonic appearances are permitted for fifteen minutes or less non-evidentiary hearings. You must file a written motion to appear telephonically and serve a copy to all parties or counsel of record. A copy of the motion and a proposed order must be emailed to Samantha Jones at jones@jud14.flcourts.org. The proposed order must state that a party or attorney appearing by telephone must contact the Court at 850-767-3500 and the conference code 850276 # at the date and time of the hearing. If more than one party or attorney have been approved to appear telephonically, then those parties or attorneys must conference together before calling the Court. Judge Costello prefers those participating in the conference call be on a land-line phone.

4. **PROPOSED ORDERS.**

If the Judge rules on a matter during hearing and instructs a party or counsel to prepare an appropriate order, the proposed order must first be circulated to all parties or counsel of record. The proposed order shall then be emailed to Samantha Jones at jones@jud14.flcourts.org. This email shall be copied to all parties or counsel of record and shall notify the Court if there are any objections by any other party as to form.

5. **STIPULATED ORDERS.**

All stipulated orders must be submitted by email to Samantha Jones at jones@jud14.flcourts.org. This email must be copied to all parties or counsel of record and must provide written verification that all necessary parties or counsel have reviewed and consented to the proposed order. Verification that an opposing party or counsel has been provided a copy of the proposed order, but has failed to object, **does not** constitute approval or consent to the proposed order. In that event, a hearing must be scheduled following the procedure set forth in paragraph one above.

6. **MISCELLANEOUS.**

Samantha Jones can be reached at 850-747-5653 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.

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