


<p>DEVIN D. COLLIER CIRCUIT COURT JUDGE FOURTEENTH JUDICIAL CIRCUIT STATE OF FLORIDA</p>		<p>GULF COUNTY COURTHOUSE 1000 CECIL G. COSTIN BLVD PORT ST. JOE, FLORIDA 32456</p> <p>JUDY REESE JUDICIAL ASSISTANT REESEJ@JUD14.FLCOURTS.ORG</p>
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Division Procedures for Judge Devin D. Collier

Revised January 3, 2023

Judge: Devin D. Collier
Judicial Assistant: Judy Reese
Office Hours: 8:00 a.m. to 5:00 p.m.
Address: Gulf County Courthouse
1000 Cecil G. Costin Parkway
Port St. Joe, Florida 32456

Bay County Courthouse
300 East Fourth Street
Panama City, Florida 32401

Email: reesej@jud14.flcourts.org

I. GENERAL GUIDELINES

Professionalism.

The Florida Bar has emphasized professionalism in its Oath of Admission and in the Rules of Professional Conduct. The Court has the highest expectations that counsel will act in accordance with each rule, including the requirement that counsel maintain "...a professional, courteous, and civil attitude toward all persons involved in the legal system."

II. SCHEDULING

Motions.

Litigants must follow the procedures set forth below to schedule a motion hearing before Judge Collier:

- A. A motion must be filed with the Clerk of Court and served on all parties or counsel of record.

- B. After your motion has been filed and served, you must email Judy Reese at reesej@jud14.flcourts.org (with a copy all parties or counsel of record) and refer to the clerk's assigned case number. Please include a copy of the motion, a request for hearing date, and the time requested.
- C. 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 the Court's judicial assistant by email communication.
- D. If this office confirms in writing that the selected date is still available, then the requesting party must file a notice of hearing with the Clerk of Court and provide a courtesy copy to the court. The notice of hearing must identify the specific motion by title and the date the motion was filed with the Clerk of Court.
- E. Serving a Notice of Hearing for a date and time previously cleared for another motion (otherwise known as "piggybacking") is not permitted unless authorized by the court.
- F. For Bay County hearings, all proposed hearing times will be in central standard time. All proposed hearing times for Gulf County will be in eastern standard time. The notice of hearing must reference both central and eastern standard time.
- G. 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 so note on your Notice of Hearing, "Set Unilaterally Pursuant to Judge Collier's Procedures."

Motions to be Considered without Oral Argument for Expedited Review and Disposition.

In the event parties wish to waive oral argument on a pending motion, the court will consider the motion on an expedited basis and issue an Order in chambers as soon as practicable. Parties wishing to invoke this procedure should notify the Court's judicial assistant.

Non-Jury Trial.

To schedule a non-jury trial, please email reesej@jud14.flcourts.org. A notice of hearing setting a bench trial or non-jury trial is not permitted.

Proposed Orders.

If the court rules on a matter during 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."

Instructions to Insert an Exhibit into 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.

Virtual Appearances.

The court urges the use of remote technology. If any party or counsel wishes to appear remotely, please email reesej@jud14.flcourts.org. The court will provide the zoom link and meeting ID number.

Unless otherwise permitted by the court, any witness who appears remotely must:

- A. Be alone in a quiet room during their testimony;
- B. Not use a virtual background; and
- C. Turn off all electronic devices except for the device enabling participation in the hearing and refrain from exchanging any electronic messages during their testimony. Any violation may be sanctioned by the presiding judge as permitted by law.

III. PROCEDURES FOR UNIFIED FAMILY COURT, DIVISION A.

Self-represented litigants may seek assistance by contacting our Case Management Unit. Forms are also available from the Clerk of Courts, as well as online from the Florida Supreme Court: www.flcourts.org.

A. Uniform Motion Calendar.

The court's uniform motion calendar (UMC) typically occurs the first and third Monday each month from 08:00 AM to 08:45 AM CST. UMC hearings are limited to matters which can be heard in **15 minutes or less** including, but not limited to, motions to withdraw, motions to amend pleadings, limited discovery disputes, or motions to continue. UMC matters will be heard on a first-come-first-served basis. To schedule a matter on the UMC calendar, please email reesej@jud14.flcourts.org and request that your matter be set on the UMC docket.

B. Emergency Hearings.

Any party who seeks emergency relief must file the motion or petition with the Clerk of the Court and simultaneously provide a copy to the court, with a cover letter and proposed order. The court will determine whether the allegations constitute an emergency under Florida law. The court will act on these matters as quickly as is practicable and will give matters purporting to be emergencies priority over other matters, but **parties are urged not to abuse these procedures** by styling merely time-sensitive matters as "child emergencies" or other "emergencies."

C. Temporary Relief Hearings.

Unless otherwise approved by the court, all hearings on motions for temporary relief are limited to one hour (30 minutes per party).