

IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT
IN AND FOR BAY COUNTY, FLORIDA

IN RE: THE MARRIAGE OF

_____,
Husband,

and

_____,
Wife.

CASE NO. _____ DR
DIVISION: _____
(A or N or F1 or F2)

**ORDER SETTING TRIAL VIA ZOOM
WITH PRETRIAL INSTRUCTIONS**

THIS MATTER having come before this Court, pursuant to Rules 12.200 and 12.440, Florida Family Law Rules of Procedure, and the Court finding that this action is ready to be set for trial,

IT IS THEREFORE, ORDERED AND ADJUDGED:

1. This case is set for a final hearing, non-jury trial, on _____, **2021**, to commence at ____:____ **m.** (CT) before the **Honorable NAME**, Circuit Judge, to be held remotely by video or telephone via Zoom (instructions attached). The pleadings to be heard are specified as follows:

- _____'s Petition for _____ filed _____; and
- _____'s Answer and Counter-Petition filed _____.

The Court has reserved _____ hours/days to hear this matter.

2. No later than _____ days before the scheduled final hearing in this case, both parties shall file and serve a Pretrial Catalogue as required by Amended Administrative Order # 2016-00-01 "RE: Standing Family Law Pre-trial Court Order." Exhibits should not be filed with the court unless the exhibit is a demonstrative proposed outcome for the case. However, **ALL** exhibits must be delivered to the opposing party at the time of filing the Pretrial Catalogue.

3. The parties shall not introduce exhibits or call witnesses not listed within their Pretrial Catalogues absent good cause or stipulation of the parties.

4. No later than _____ days before the scheduled final hearing in this case, discovery shall be completed. Therefore, all discovery requests must be served so that the requests can be completed prior to that deadline.

5. All requests for the exclusion of evidence pursuant to *Daubert* must be made to the Court at an evidentiary hearing prior the date of trial. See *Booker v. Sumter County Sheriff's Offices*, 166 So. 3d 189 (Fla. 1st DCA 2015).

6. No later than twenty (20) days before the scheduled final hearing in this case, each party shall confer to discuss the possibility of settlement; stipulate to as many facts and issues as possible; examine all exhibits and documents that may be used at trial; and furnish the opposing party with any updated documents of witness names and addresses who are not listed on their Pretrial Catalogue and that may be subject to the good cause exception in paragraph 3.

7. No later than fifteen (15) days before the scheduled final hearing in this case, the parties shall file a pretrial stipulation to include the following:

a. A statement that the parties have met in good faith and discussed settlement, have stipulated to as many facts as possible, have included these facts within this stipulation, have examined all exhibits and documents that may be used at trial and have provided a list of any updated documents and witness names and addresses pursuant to paragraph 6.

b. An updated child support guidelines worksheet attached if child support is an issue and if a party intends to rely on the child support guidelines not previously attached to the pretrial catalogue in this case.

c. An updated financial affidavit attached if the existing financial affidavit filed in the court file was filed more than 90 days prior to the pretrial conference in this matter.

d. A proposed parenting plan and timesharing schedule attached if parenting is at issue.

8. By submitting exhibits into evidence at the final hearing, the attorneys certify that the document contains no confidential or sensitive information, or that any such confidential or sensitive information has been properly protected by complying with the provisions of Rule 2.420 and Rule 2.425, Florida Rules of Judicial Administration. Further, the exhibits presented to the Court at the final hearing should not have any highlighting or underlining or notations except for necessary redaction pursuant to the aforementioned rules. Parties may direct the Court at the hearing to particular lines of a document, but highlighting any document results in difficulties deciphering that information after the exhibit is filed by the clerk.

9. Parties shall immediately notify this Court in the event of settlement. The parties shall file a written settlement agreement prior to the cancellation of the final hearing and within five (5) days of notifying the Court of settlement.

10. Admonitions: Failure to comply with this Order will subject the parties or attorneys to proper sanctions, which may include cancellation of the final hearing.

11. _____

_____.

DONE AND ORDERED in chambers at Panama City, Bay County, Florida, this DDDD.

JJJJ

Copies to:

CCCC

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator by mail at Post Office Box 1089, Panama City, FL 32402 or by phone at (850) 767-3550 at least seven (7) days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than seven (7) days. If you are hearing or voice impaired, please call 711 or email ADARequest@jud14.flcourts.org.

INSTRUCTIONS FOR APPEARING REMOTELY

To appear remotely for your hearing, please carefully follow the instructions below:

VIDEO APPEARANCE:

To appear at the hearing via video follow the link below (or type it into your browser):

Join Zoom Meeting

<https://zoom.us/j/> [REDACTED]

The meeting ID is: [REDACTED]. However, the link should take you straight through to the meeting and you will not have to enter an ID. If you have never used Zoom, you may want to sign on a few minutes early to make sure that you are able to timely appear. *If you are providing testimony, the Court strongly prefers that you participate via video.*

AUDIO / TELEPHONE ONLY APPEARANCE:

If video is not available or practicable, you may appear via audio / telephone only, by dialing **(312) 626-6799** and entering conference code: [REDACTED] at the appointed time. If you are appearing by phone, you will need a Notary Public present to identify you and swear you under oath.

Court reporters may appear via telephone or via video.

If exhibits will be offered, please email [REDACTED] at least three (3) days prior to the hearing to request access to a OneDrive folder for your case. You will be sent a OneDrive folder, and you may upload any exhibits you plan to present to the folder.

Finally, in accordance with social distancing guidelines, please remember that no two people may appear from the same location, except attorney and client, if they wish. If additional witnesses are expected to testify, they should be in a different location. I know there is a learning curve with these new procedures for all of us; but together we will adapt as required to maintain access to the Courts for these important proceedings. If you have any questions about these instructions, please feel free to ask.

PLEASE MUTE YOUR PHONE/COMPUTER UNTIL YOUR CASE IS CALLED.