

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

INDEX

Checklists.....Pg 2

Hearing Time.....Pg 2

Probate Law Digital Appearance
for All Matters.....Pg 3

Submission of Proposed Orders.....Pg 3

Exhibits for Hearings.....Pg 4

Cancellations.....Pg 4

Amanda Williams, Judicial Assistant to Judge Patterson
williamsa@jud14.flcourts.org
Phone: 850-914-6485

Checklists

A checklist must be filed with the following:

- Opening Formal Administration
- Closing Formal Administration
- Filing a Summary Administration
- Filing a Petition to Determine Homestead Status in Formal and Summary Administration cases

The forms for the checklists can be found at <https://www.jud14.flcourts.org/forms>. Please only use the most recent version. The applicable checklist must be fully completed or it will not be considered.

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 petition/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 petition/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 petitions/motions noticed, but not specifically scheduled with, or confirmed by, the judicial assistant, will not be heard.

Probate 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 appropriate probate checklist must be completed and e-filed prior to the submission of a proposed order. Please be sure you are using the most current version of the checklist, which may be found on the Fourteenth Circuits webpage at <https://www.jud14.flcourts.org/forms>.
3. If there are parties not receiving service through the Florida Courts E-filing Portal, the proposed order must state that counsel will serve a copy of the order via U.S. Mail to the non-e-filing parties and file a certificate of service in the court file no later than three days from the date of entry of the order.
4. 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.
5. 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.

6. A cover letter in .pdf format must accompany proposed orders.
7. The proposed order must be submitted in .docx (Word) format.
8. 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 as promptly as possible to open the time slot for other matters.