

# JUDGE YOUNG'S PROCEDURES FOR SCHEDULING A HEARING, APPEARING REMOTELY, AND SUBMISSION OF ORDERS

## 1. SCHEDULING A HEARING

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

- A. A Motion must be E-filed and served to all parties or counsel of record.
- B. After your Motion has been filed and served, you must email Holly Taylor at [taylorlh@jud14.flcourts.org](mailto:taylorlh@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 a hearing date, and the length of hearing requested. *This office does not necessarily receive a notification when a pleading is E-filed with the Clerk.*
- C. You will then be provided three (3) hearings dates via email response. These dates are not guaranteed and will not be held open until cleared and confirmed. If necessary, additional proposed dates will be provided. Judge Young will not allow hearings to be scheduled out more than four (4) months from the date the hearing is requested.
- 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 Holly Taylor by email communication. This email, again, must be copied to all parties or counsel of record.
- E. If this office confirms via email that the selected date is still available, then the requesting party must provide this office with a written Notice of Hearing which has been E-filed with the Clerk 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 E-filed with the Clerk.
- F. If a requesting party or attorney encounters difficulty clearing a hearing date with all parties or counsel of record, then Judge Young will set an appropriate hearing date for the Motion at the next scheduled Case Management Conference for the case in question.
- 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 Young or Holly Taylor.
- H. All proposed hearing times will be in the Central Time Zone, and all Notices of Hearing must set a hearing with references only to Central Time Zone.

**2. SCHEDULING A TRIAL (CIVIL)**

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 E-filed with the Clerk and served to all parties or counsel of record.
- B. In order to schedule a bench trial or jury trial, the case must be scheduled first for a Case Management Conference.
- C. Following the associated Case Management Conference, the Court will enter an Order scheduling the matter for trial. Trials shall only be cancelled or continued by further Court Order.
- D. A Notice of Hearing setting a bench or Jury Trial is not permitted.

**3. APPEARING REMOTELY BEFORE JUDGE YOUNG**

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

A. VIDEO APPEARANCE:

- 1. To appear at a hearing via video (Zoom), follow the link below (or type it into your browser):

Join Zoom Meeting

<https://zoom.us/j/5865139458>

- 2. The meeting ID is: **586 513 9458**. 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.*

- 3. If the procedures for setting a hearing as outlined in Paragraph 1, above, have been correctly followed, you will also receive an email invite to all Zoom hearings the week before the scheduled hearing date.

B. 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: **586 513 9458** at the appointed time. If you are appearing by phone, you will need a Notary Public present to identify you and administer the oath.

C. Court reporters may appear via telephone or via video.

- D. **EXHIBITS:** Please email Holly Taylor at [taylorh@jud14.flcourts.org](mailto:taylorh@jud14.flcourts.org) at least three (3) days prior to the scheduled and noticed 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.
- E. 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.
- F. PLEASE MUTE YOUR PHONE/COMPUTER UNTIL YOUR CASE IS CALLED.

**4. PROPOSED ORDERS**

If Judge Young rules on a particular matter during a hearing and instructs a party or counsel of record to prepare an appropriate Order based on the Judge's verbal ruling, the proposed Order must first be circulated to all parties or counsel of record. The proposed Order shall then be E-filed along with an explanatory cover letter. The preparing party shall state in the cover letter whether there are any objections by any other party as to form. Judge Young may also amend said proposed Order in any manner that he deems appropriate and in conformance with his ruling.

**5. STIPULATED ORDERS**

All stipulated Orders shall be E-filed and provided to all opposing parties or counsel of record with an explanatory cover letter informing Judge Young 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 stipulated Order. In that event, a hearing must be scheduled following the procedures set forth in Paragraph 1, above.

**6. LETTER RULINGS**

There may be instances where, after a hearing, Judge Young drafts a letter to counsel wherein the Judge describes and outlines his intended ruling on a particular matter and requests counsel to prepare an Order in accordance with the Judge's letter. The proposed Order prepared by counsel in these instances must first be circulated to all parties or counsel of record. The proposed Order shall then be E-filed along with an explanatory cover letter. The preparing party shall state in the cover letter whether there are any objections by any other party as to form. Judge Young may also amend said proposed Order in any manner that he deems appropriate and in conformance with his ruling.

**7. MISCELLANEOUS**

Holly Taylor can be reached at 850-674-5442 or [taylorh@jud14.flcourts.org](mailto:taylorh@jud14.flcourts.org) should you have any questions or need clarification about the procedures outlined herein. All email communications to the Court must be copied to all parties or counsel of record and must include a reference to the appropriate County and Clerk's assigned case number in the subject line.

**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](mailto:ADARequest@jud14.flcourts.org).**