

Administrative Procedures for Judge Overstreet

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~~Revised 8/23/2019 at 8:15 a.m.~~

Revised 8/23/2019 at 2:45 p.m.

Hearing Time

1. Email request for time to Judge Overstreet's judicial assistant (Robin Owens) Owensr@jud14.flcourts.org. CC opposing counsel.
2. Use Bay County case number and case style as your subject line
3. Include in your request the following:
 - a. type of motion to be heard
 - b. amount of time needed
 - c. first date movant is available for hearing
 - d. names of attorneys that will attend the hearing
 - e. attach a copy of the motion to email
4. Judicial assistant will 'reply all' with available dates and specific instructions relative to the Notice of Hearing.
5. ONLY email the judicial assistant to request dates and 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.
6. **DO NOT** file notices of hearing before receiving confirmation email from judicial assistant. (READ entire email).
7. E-mail a copy of all notices for hearing to the judicial assistant owensr@jud14.flcourts.org
8. Any motions noticed, but not specifically scheduled with the judicial assistant, will not be heard
9. **DO NOT** include the Court's previous 'Judicial Note' in notices of hearing

Trial Dates

1. Judge Overstreet does not require a case management conference to obtain trial dates.
2. Email request for dates to Judge Overstreet's judicial assistant (Robin Owens) Owensr@jud14.flcourts.org. CC opposing counsel.
3. Use Bay County case number and case style as your subject line
4. Include in your request the following:
 - a. a copy of the notice for trial
 - b. specify whether jury trial or non-jury trial
 - c. if non-jury: specify the amount of time needed
 - d. if jury trial: specify the number of days needed, exclusive of jury selection
5. Judicial assistant will 'reply all' with available dates and further instructions
6. ONLY email the judicial assistant to request dates and 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.
7. Once the trial date is confirmed, Judge Overstreet will enter an order setting trial and pretrial dates, and discovery and mediation deadlines.

Telephonic Appearance

1. Motion and order not necessary (unless otherwise directed when request is made)
2. Email telephonic appearance request to Judge Overstreet's judicial assistant (Robin Owens) Owensr@jud14.flcourts.org. **CC opposing counsel.**
3. READ telephonic procedures in its entirety

Telephonic appearance procedures:

1. Telephonic appearance is not permitted at hearings which are evidentiary in nature or foreclosure MSJ hearings.
2. If only one attorney intends to appear telephonically, they may dial direct to 850-747-5650 at the time of the hearing.
3. If two or more counsel/parties intend to appear telephonically, a conference call must be arranged. All parties must be on the conference line before the call is placed to the judge's office at (850-747-5650).
4. If multiple counsel contact the Court individually to participate telephonically, the hearing may be cancelled.
5. The judicial assistant must be advised (by name) as to which attorney(s) will be participating telephonically, in advance of the hearing.
6. Judge Overstreet does not permit staff to dial into a conference.
7. Judge Overstreet prefers those participating in the conference call be on a land-line phone.

Submission of Orders

1. Judge Overstreet accepts proposed orders through the E-Filing Portal
2. Review the following link for basic information relative to filing proposed orders through the E-Filing Portal

https://www.myflcourtagency.com/Common/docs/Proposed_Orders_May_21_2018.pdf

3. **In addition to the basic information provided in the above link:**
 - a. you **MUST** include Done and Ordered at the bottom of all orders. Orders cannot be successfully signed unless the Done and Ordered language is included. (You may omit everything after Done and Ordered)
 - b. orders must not contain fill-in-the-blanks.
 - c. include in all submitted orders as the last paragraph or as a footnote/endnote (before Done and Ordered), the following statement:

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.
 - d. Proposed orders not complying with the above will be returned to the correction queue.

4. A cover letter in PDF format must accompany proposed orders
5. The proposed order must be submitted in Word.docx format
6. **DO NOT convert a PDF file to Word.docx without reading every character in the proposed order for accuracy before submitting!!**

Submission of Hearing Material (pleadings, memoranda, exhibits, etc.)

1. **Documentation in support of motions scheduled:** motions, memoranda, case citations, etc. must be e-filed with the clerk and served upon the court via email at least 10 days prior to a scheduled hearing.
Note: **Case citations ONLY.** Email: owensr@jud14.flcourts.org
2. **Documentation in opposition to motions scheduled:** motions, memoranda, case citations, etc. must be e-filed with the clerk and served upon the court via email at least 5 days prior to a scheduled hearing.
Note: **Case citations ONLY.** Email: owensr@jud14.flcourts.org
3. Due to the volume of material filed in some cases, you could be asked to provide hard copies and/or tabbed folders for the Court.

Cancellations

1. Notify the judicial assistant of ALL hearing cancellations and trial settlements by email as promptly as possible to open time of other matters.

owensr@jud14.flcourts.org