

# Administrative Procedures Circuit Judge Garcia Fourteenth Judicial Circuit

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# Administrative Procedures

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#### **Hearing Time**

1. Email your request for time to Judge Garcia's judicial assistant, Debbie Burch, at [burchd@jud14.flcourts.org](mailto:burchd@jud14.flcourts.org). Copy opposing counsel.
2. The subject line of your email should be the Bay County case number and case style, for which you are requesting time.
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 the email.
4. Judge Garcia generally allots one (1) hour for temporary hearings.
5. Judicial assistant will "reply all" with available dates and specific instructions relative to the Notice of Hearing.
6. Note that Judge Garcia opens her calendar dates only two months in advance. For example, on November 15, the Court's availability will be as follows: the remainder of November, all of December and all of January. On December 1, February dates will become available.
7. 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.

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8. Do not file notices of hearing before receiving confirmation email from judicial assistant. Email a copy of all notices for hearing to the judicial assistant [burchd@jud14.flcourts.org](mailto:burchd@jud14.flcourts.org).
9. Any motions noticed, but not specifically scheduled with the judicial assistant, will not be heard.

#### **Family Law Trial Dates**

1. Judge Garcia does not generally require a case management conference to obtain trial dates. However, requests for more than one day of trial time may require the parties to participate in a telephonic case management conference with Judge Garcia.
2. Email request for dates to Judge Garcia's judicial assistant (Debbie Burch) [burchd@jud14.flcourts.org](mailto:burchd@jud14.flcourts.org). CC opposing counsel.
3. Use the 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.

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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 Garcia will enter an order setting trial. The order setting trial must be submitted to Judge Garcia and must be in [the following format](#).

#### **Telephonic Appearance**

1. A motion and proposed order are necessary and should indicate whether the motion is opposed.
2. Proposed order should be submitted via e-portal.
3. The phone number to appear via telephone is (850) 640-6015. Enter5341# as the conference code. Include this phone number and conference code in your proposed order.

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#### **Submission of Orders**

1. Judge Garcia 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.
3. In addition to the basic information provided in the above link:
  - a. You must include the words “Done and Ordered” at the bottom of all proposed orders. The e-portal system will delete all content in the proposed order after the words Done and Ordered.
  - b. Orders must not contain fill-in-the-blanks.
  - c. Include in all submitted orders as the last paragraph, 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 que.
4. A cover letter in .pdf format must accompany proposed orders.
5. The proposed order must be submitted in .docx (Word) format.
6. If you convert a .pdf file to .docx (Word), read every character in the proposed order for accuracy before submitting to the Court.

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#### **Cancellations**

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