



**JUDGE JAMES J. GOODMAN'S PROCEDURES
FOR SCHEDULING HEARINGS
AND SUBMISSION OF ORDERS
JACKSON COUNTY, MARIANNA, FLORIDA**

Mira E. Phillips, Judicial Assistant to Judge Goodman

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1. **SCHEDULING A HEARING.**

The procedures set forth below must be followed in order to schedule hearings on Judge Goodman's calendar:

- A. A motion must be filed with the Clerk of Court and served to all parties or counsel of record.
- B. After your motion has been filed and served, you must email Mira Phillips at phillipsm@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 hearing date, and the length of hearing requested. This office does not receive a notification when a pleading is filed electronically with the Clerk of Court.
- C. Judge Goodman generally allots one (1) hour for temporary hearings.
- D. Note that Judge Goodman will open his calendar ninety (90) days in advance. For example, on February 1, the Court's availability will be as follows: all of February, all of March and all of April. On April 1, May dates will become available.
- E. 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.

- F. You will be provided with proposed hearing dates. These dates are not guaranteed and will not be held open until cleared and confirmed. If necessary, additional proposed dates will be provided.
- G. 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 Mira Phillips by email communication. This email must be copied to all parties or counsel of record.
- H. If this office confirms in writing that the selected date is still available, then the requesting party must provide this office with written notice of hearing which has been filed with the Clerk of Court 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 filed with the Clerk of Court.
- I. If a requesting party or attorney encounters difficulty clearing a hearing date with all parties or counsel of record, then a five (5) minute telephone conference will be scheduled during which time Judge Goodman will clear an appropriate hearing date and time.
- 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 Goodman or Mira Phillips.
- H. All proposed hearing times will be in the Central Time Zone, and all notices of hearing must set a hearing with reference only to Central Time Zone.
- I. DO NOT file a notice of hearing before receiving a confirmation email from the judicial assistant confirming that the hearing has been set.

2. **CIVIL- SCHEDULING A TRIAL.**

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 filed with the Clerk of Court and served to all parties or counsel of record.

- B. In order to schedule a bench trial or jury trial, a fifteen (15) minute case management conference must be scheduled with the Court. The case management conference must be scheduled following the procedure set forth in the paragraph one above.
- C. Following the case management conference, the parties may request a copy of Judge Goodman's preferred Uniform Order Setting Pre-Trial Conference and Jury Trial (or Non-Jury Trial) template from his judicial assistant via email, phillipsm@jud14.flcourts.org for preparation and submission to Judge Goodman for signature.
- D. A notice of hearing setting a bench trial or jury trial is not permitted.

3. **SUBMISSION OF PROPOSED ORDERS**

- A. All proposed orders must be submitted via the 14th Judicial Circuit's e-filing portal.
- B. All proposed orders must include a cover letter in .pdf format. If the proposed order is contested, the order should not be submitted via the portal. You must contact this office to schedule a hearing on the matter.
- C. All proposed orders must be submitted in Word format
- D. All proposed orders must be in DJCMA format (see item G below)
- E. Proposed orders do not need to include the addresses or email addresses of recipients of the order at the end. A copy of the signed order will be served on all counsel/parties registered for service via the e-portal.
- F. If the case involves a pro se party who is not registered to receive filings from the e-portal, the proposed order shall include as the last paragraph (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. Counsel receiving the served copy of an order entered is then charged with responsibility for serving (via U.S. mail or email) a copy of the signed order on any party not registered to receive service via the e-portal. The judge's office will not mail out copies of any orders.*
- G. Review the following link [How to Submit a Proposed Order in DJMCA Format - YouTube](#) for basic information relative to filing proposed orders through the e-filing portal.

- H. Any proposed order not complying with the above instructions will not be entered.
- I. In addition to the basic information provided in the above link:
 - Orders must not contain fill-in-the-blanks,
 - Orders must not contain section breaks,

4. **ZOOM INSTRUCTIONS**

Judge Goodman's Zoom Instructions

The information below is to be used to appear remotely for court before Judge Goodman. This Zoom information is to be used **ONLY** by attorneys and defendants. Felony proceedings are livestreamed on the Fourteenth Judicial Circuit's YouTube channel for the benefit of interested non-parties.

Please note:

- A. You may log in three (3) minutes before the scheduled start time of the hearing.
- B. Once you enter the Zoom Room, mute your line until your case is called.
- C. Please ensure you have connected to audio. If you have not connected to audio, the Court will not be able to hear you.
- D. Please ensure you have logged in with a display name that identifies who you are.
- E. **As a reminder, being in the Zoom Room is the same as being in the courtroom and as such, proper courtroom decorum should be adhered to. You should wear proper attire (no hats), no smoking or vaping is allowed, and it is best if you are in a place as free of noise and distractions as possible.**
- F. If you are to be sworn in, you must appear via video.

To appear by video:

<https://zoom.us/j/6159006238>

Meeting ID: 615 900 6238

To appear by phone:

Dial the number below and enter the Meeting ID followed by #

1-312-626-6799

Meeting ID: 615 900 6238

So that Judge Goodman can identify which persons in the waiting room are associated with a particular hearing, please set your Zoom user/screen name to your name or your firm's name (as opposed to a nickname or other phrase).

5. **CANCELLATIONS**

A. 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.

B. Parties may not cancel a trial without first having filed a fully executed settlement agreement.

C. Parties may not cancel a judicial CMC except as detailed in the Judicial CMC Order

6. **MISCELLANEOUS.**

Mira Phillips can be reached at **850-482-9078** should you have any questions or need clarification about the procedures outlined above. All email communications to the Court must be copied to all parties or counsel of record and must include a reference to the clerk's assigned case number in the subject line.

Mailing address: P.O. Box 976, Marianna, FL 32446

Physical address: 4445 Lafayette Street, Marianna, FL 32446