

**OKEECHOBEE FAMILY/DOMESTIC RELATIONS PROCEDURES**  
**REBECCA WHITE, Circuit Judge**

**Maggie Molina, Judicial Assistant:** [MolinaM@circuit19.org](mailto:MolinaM@circuit19.org)

*Last updated 4/22/2021*

**OVERVIEW:** Family Uniform Motion Calendars are generally held once a week at 9:00 a.m. Additional times or dates may be added on an “as needed” basis at the Court’s discretion. Please be sure to review the online calendar regularly.

Please do not contact the Judicial Assistant about scheduling unless you have reviewed these procedures and the online calendar/schedule. See information below.



**Email** sent to this office should contain the Case Number (short case number is ok). Example: 18-DR-6 and Short Style of the Case (Smith v. Smith) in the subject line. The body of the email must contain a brief description of the purpose of the email. Documents submitted to this office by email should be attached as a document with a name that is easily identifiable and not attached under a “scanned doc” name. Example of simple name for document: **Smith v. Smith 18DR6 O-Setting Hearing.**

Motions may be submitted in pdf format, but all proposed orders must be submitted in WORD format. **PLEASE** submit proposed orders in advance of a hearing.

**CASE NUMBERING:** You must use the Supreme Court Mandated Case Numbering System, i.e.: 472018DR000006 on all documents.

**UMC (Uniform Motion Calendar):**

Use the Court’s online calendaring system (UMC): 10 min or less, Uncontested DOM Final Hearings or non-evidentiary (5 min. each side), **at least 5 business days in advance of the hearing date.** The Court requires a copy of the notice of hearing and motion for uniform motion calendars. Submit your proposed order by email in WORD format to [MolinaM@circuit19.org](mailto:MolinaM@circuit19.org) **at least 2 business days prior to the hearing.** This office will serve copies on all parties that have an eservice address. **It will be the moving party’s responsibility to serve copies on any party that does not have an email/eservice address on file.**

Orders submitted/signed in Court: Orders entered in open court are not efiled or eserved by this office. The original order will be filed by the Clerk of Court. You must bring sufficient copies for conforming by the Clerk. You are responsible for providing copies to all parties, whether by conformed copy in open court or by U.S. Mail or eservice.



Telephonic attendance at UMC is NOT permitted. Hearings will be heard through Zoom. (See Zoom Instructions on Judge White’s website)


*Please bring a copy or e-mail the judicial assistant of any Settlement Agreement to any Uncontested Final Hearing for Dissolution of Marriage.*

If you cancel a hearing, you must file a notice of cancellation, *cancel on the Court's online calendar* and advise the Judicial Assistant by email no later than 12:00 PM the day before the hearing. (See Cancellations).

### **MOTION HEARINGS/NOTICES FOR HEARING:**

You must file your motion before setting it for hearing. Hearing dates and times must attempted to be coordinated with opposing counsel, noting same on your Notice of Hearing. Submit a copy of your motion and notice of hearing to the Judicial Assistant via email. Notices of Hearings and Ex-Parte Motions **MUST** contain a **GOOD FAITH CERTIFICATION** (see Good Faith Certificate). *PLEASE REVIEW Florida Rule of Family Procedure 12.380(a)(2) PRIOR to filing.* **Additional motions may not be “piggy-backed” by cross-notice unless counsel first confirms with opposing counsel and/or the judicial assistant that sufficient additional time can be reserved to hear them. Once the hearing is set, please provide one e-mail containing the notice of hearing, the motion, proposed order in WORD and any other documents the Judge will need to review for the hearing (at least 3 business days prior to the hearing).**

### **HEARINGS THAT REQUIRE ONE (1) HOUR OR LESS:**

Schedule using the Court's online calendaring system, at least 5 business days in advance of the hearing. You may schedule all matters, including evidentiary matters that require one (1) hour or less using this system. Telephonic attendance at any evidentiary hearing is not allowed  without prior approval of the Court, by motion and order. **(There will be no telephonic appearances as all hearings will now be through Zoom** (please see Zoom Instructions on Judge White's website).

### **TEMPORARY RELIEF HEARINGS:**

Pursuant to Administrative Order, parties must attend mediation before a Temporary Relief Hearing may be set. If you schedule a Temporary Relief Hearing without first having been to mediation your motion **will not** be heard and your hearing will be stricken.

**EMERGENCY MOTIONS:** If you have an emergency hearing, you must efile your emergency motion and submit a copy to the Judicial Assistant by email. The word “EMERGENCY” should appear in the subject line of the email, as well as the short style of the case and case number. If after review, the Court determines that it is an emergency, the Judicial Assistant will contact you to set the matter on an emergency basis.



### **ONLINE CALENDARING PROCEDURES:**

1. Logon to [https://slccjis.stlucieco.gov/attorney\\_calendar/default.aspx](https://slccjis.stlucieco.gov/attorney_calendar/default.aspx). You must register to obtain your user id and password on the site:
2. Click on case scheduling;
3. Enter County, Judge White's name, month and year in drop down fields;
4. Hit available hearing time: View button and a screen will open showing all available hearing times. For UMC dates, look under UMC. For Family Hearings one (1) hour or less, look under FAMILY HEARINGS / FAMILY MOTIONS.

5. **Any issues** relating to your login/use of the online calendar should be directed to: [bakerc@stlucieco.org](mailto:bakerc@stlucieco.org).

**FAMILY/DEPENDENCY HEARINGS REQUIRING MORE THAN ONE (1) HOUR:**

Contact the Judicial Assistant by email at [MolinaM@circuit19.org](mailto:MolinaM@circuit19.org) to obtain hearing dates and times to coordinate with the opposing party. A copy of the motion must be attached to your email. **Additional motions may not be “piggy-backed” by cross-notice unless counsel first confirms with opposing counsel and/or the judicial assistant that sufficient additional time can be reserved to hear them.**

**PROPOSED ORDERS:**

PLEASE do not submit proposed orders **prior** to hearings, unless requested to do so by the Court. The proposed order **must** reflect the date of the hearing, that it is ex-parte or heard in Chambers or open court. All motions must be filed through the e-portal. All **proposed orders** are to be submitted to the Judicial Assistant, [MolinaM@circuit19.org](mailto:MolinaM@circuit19.org) in **WORD** format, *along with a copy of the motion* which may be submitted in WORD or pdf format. The document should be named in a searchable format, which contains a short style of the case, short case number and short name of order. **SAMPLE:** Doe v. Doe 16-DR-3 O-Cont. The proposed order must utilize the Supreme Court Case Numbering System (County Code, Year, Division and Six digit number with no dashes, i.e.: 472016DR000003). Your order must contain a complete service list, setting forth eservice address, as well as any postal addresses if there is no eservice address. Signed orders will be efiled and e-served via the eportal. If a pro se party does not have an eservice address on file (and clearly printed in the service list on the order), then it will be your responsibility to provide the opposing party with a copy of the signed order.

**Orders submitted/entered in Court:** Orders entered in open court are not efiled or eserved by this office or the Clerk. The original order will be filed by the Clerk of Court. You must bring sufficient copies for conforming by the Clerk. You are responsible for providing copies to all parties, whether by conformed copy in open court, by U.S. Mail or eservice.



**TELEPHONIC ATTENDANCE:**

Telephonic attendance at Family/Domestic Relations hearings will NOT be heard through CourtCall. All hearings will be heard through Zoom (please see Zoom instructions on Judge White’s website).

**CANCELLATIONS:**

All hearings scheduled online must be cancelled online no later than 2PM the day before the hearing. A notice of cancellation must be efiled and a copy emailed to [MolinaM@circuit19.org](mailto:MolinaM@circuit19.org).

**EX PARTE COMMUNICATION:**

All communications with the Court and Judge shall be in open court with all parties present, in writing or by email copied to opposing counsel and/or filed with the Clerk. No party or

attorney shall otherwise communicate directly to the Court. **All emails must include all parties and the style of the case, or they will be disregarded.**

**NOTICES FOR TRIAL:**

Submit a copy of your efiled notice for trial in pdf or WORD format via email to [MolinaM@circuit19.org](mailto:MolinaM@circuit19.org). Your notice for trial must contain a Good Faith estimate of time required for trial (coordinate with the opposing party). After receipt of the notice for trial you will receive an order setting Pretrial/Case Management Conference. **ALL PARTIES AND COUNSEL ARE REQUIRED TO BE PERSONALLY PRESENT AT THE CASE MANAGEMENT CONFERENCE.**

**GOOD FAITH CERTIFICATE:**

All motions must contain a certificate of Good Faith that **you** have contacted the opposing party and attempted to resolve the matter and coordinated the hearing date, time and amount of time necessary for the hearing. If after several attempts to coordinate a hearing date and time, but are unable to, you may contact the Judicial Assistant or unilaterally schedule the hearing date and time setting forth in your good faith certificate the attempts that were made to coordinate the hearing date and time.

**POST JUDGMENT CASES: Any post judgment matter not following these procedures will be considered stricken from the Court's Docket without further notice or order.**

All Post Judgment cases must be referred to the Magistrate. **Please provide a proposed Order of Referral to Magistrate via email along with a copy of the Motion and/or Petition.** A copy of any filed Objection to the Magistrate should be emailed to [MolinaM@circuit19.org](mailto:MolinaM@circuit19.org). Should there be an Objection entered, the case then would be heard before the Judge. Should no Objection be filed the case would then remain with the Magistrate and any hearing dates and/or questions would be handled by the Magistrate's Assistant.

**PRO-SE PARTIES:** If you are self-represented and wish to inquire about your case status or are looking to schedule a hearing, you may complete a Form A or B (as applicable) at [www.circuit19.org](http://www.circuit19.org), under Family Court Information and Resources. If you have a working/viable email address that you wish to use for eservice, please fill out a form and file it with the Clerk of Court. You will then be served with copies via your eservice address.

**PLEADINGS:** Please note, all original pleadings must be filed with the Clerk of Court. It is not the responsibility of this office to file original pleadings.

**TRIAL PROCEDURES:**



**NO CELL PHONES ALLOWED  
DURING TRIALS**

### **COURT REPORTER**

All trials must be reported. Counsel for the Petitioner is responsible for having a court reporter present. If counsel for the Petitioner does not plan on asking to have the proceedings reported, then he/she **MUST** timely notify the opposing party so that they may obtain a reporter, should they wish to do so. Failure to do so may be grounds for cancellation of the trial, and may be grounds for sanctions.

### **SANCTIONS**

Failure to appear for trial will be grounds for sanctions being imposed, including, but not limited to attorney's fees, costs, striking of pleadings, default or dismissal.

### **CASE DISPOSITIONS**

If at any time after the entry of an order, a case is dismissed, or results in a completed settlement, Counsel must immediately notify this Court's Judicial Assistant to remove the case from the trial docket by email at [MolinaM@circuit19.org](mailto:MolinaM@circuit19.org). Counsel must expeditiously file all paperwork necessary to close the case.

### **DAUBERT MOTIONS**

Any Daubert motions must be filed at least 15 days prior to the first day of trial and a copy provided to [MolinaM@circuit19.org](mailto:MolinaM@circuit19.org).

### **INTERPRETER**

If needed, interpreter services must be provided by the party needing such services.

### **PROPOSED ORDERS**

Proposed Parenting Plans, if applicable, must be filed with the Clerk of Court and a copy to the Court in WORD format at least 48 hours prior to the hearing. Final Judgments must be submitted to the Court in WORD format within 24 hours after the hearing, unless this requirement is waived by the Court. All Proposed Parenting Plans, Final Judgments and Orders must be emailed to [MolinaM@circuit19.org](mailto:MolinaM@circuit19.org), pursuant to the Court's procedures.

### **EXHIBITS**

Parties are to file an exhibit list with the Clerk prior to trial at least **3 business days (72 hours)** prior to the day of trial or temporary relief hearing. A completed exhibit list and all exhibits must be scanned and emailed to the Court and all parties. Parties should bring a minimum of one (1) original and four (4) copies of all exhibits with them to trial (original to Clerk, copy for each party, copy for the witness, and copy for the Court).

### **FINAL JUDGMENT PACKETS**

The Court asks that the following be provided in an email to the Judicial Assistant:

1. Copy of client's driver's license
2. Settlement Agreement
3. The proposed Final Judgment
4. The Petition
5. The Answer
6. Each party's financial affidavit
7. Whether there are minor children
8. UCCJEA (if applicable)
9. Parenting course certificates (if applicable)

This saves the Court's time in locating these essential documents in the file.

*All of these documents must be filed with the Clerk prior to emailing the Judicial Assistant.*