

POLICIES, PROCEDURES AND PREFERENCES

FOR ALL CIVIL CASES ASSIGNED TO JUDGE JASON L. JONES

PLEASE NOTE - ALL HEARINGS ARE BEING SCHEDULED AS IN PERSON

SECTION 1 – INTRODUCTION: These are the supplemental requirements placed upon attorneys practicing before Judge Jones.

Beth Rissinger, Judicial Assistant – Rissingerb@leoncountyfl.gov

SECTION 2 – MOTION PRACTICE:

2.1 – Summary Judgment Motions – Shall be set and heard prior to pre-trial. Hearing must be set no sooner than 45 days after filing.

2.2 – Certificate of Good Faith Conference - Before filing any motion, the moving party will confer with counsel for the opposing party in a good faith effort to resolve the issues raised by the motion. **The motion shall recite the moving party has conferred with opposing counsel and they have:**

- *been unable to agree on the resolution of the motion;*
- *cleared the hearing dates with opposing counsel; or*
- *made a good faith effort to coordinate the scheduled hearing time and were unable to agree on a date and time.*

2.3 – Motions Decided on Papers and Memoranda – Motions, except those for summary judgment, may be considered and decided by the Court on the pleading, the court file, and memoranda, without hearing or oral argument. **Further, responses in opposition to a filed motion shall be filed within 10 days, otherwise the Court may rule on the motion without a hearing.** Request for additional time will be made by a motion filed before the date the response is due.

2.4 – Hearings or Oral Argument on Motions – Any party who seeks oral argument on a motion will contact the Judge’s JA to schedule a hearing, Beth Rissinger, Judicial Assistant – Rissingerb@leoncountyfl.gov

No hearings will be scheduled until after a motion is e-filed with the Clerk of Court. Most motion hearings are not “stacked” and **the minimum hearing time is 15 minutes. All parties including any witnesses to testify are to be present in the courtroom.**

The movant shall provide a courtesy copy of the Notice of Hearing to the JA.

2.5 – Virtual/Telephonic Hearings – Any party wishing to appear virtually or telephonically may make a motion for the court’s consideration. Once the motion is filed with the Clerk’s Office, please email a courtesy copy to Judicial Assistant, Beth Rissinger along with a proposed Order in Word format for Judge Jones review.

If granted, please review the Instructions for Appearing by Video on Zoom on the Florida 2nd Judicial Circuit Website under County Judge Manuals, Forms & Procedures and Judge Jones: <http://2ndcircuit.leoncountyfl.gov/countyManual.php>

2.6 – Preparation of Orders – Any orders submitted by counsel shall be accompanied by a cover letter that contains a statement that the form of the order has or has not been agreed to by opposing counsel **along with a copy of the motion**. If agreement cannot be reached as to the form of the order, the movant (or the party directed by the Court to prepare the order), shall submit a proposed order and opposing counsel shall within 5 days submit an order using the legislative format (strike and underline), as to any deletions or additions that they request the Court to make in the proposed order. Multiple copies of the order and addressed stamped envelopes sufficient for all parties shall be submitted **OR** if there are no *pro se* parties, the proposed order can be submitted to the Judge’s office in MS Word via email to Beth Rissinger, Judicial Assistant – Rissingerb@leoncountyfl.gov.

2.7 – Emergency Motions – Needs to be an emergency, not just a motion labeled “emergency.”

SECTION 3 – CALENDARING OF TRIALS – *TO BE DETERMINED AT A LATER DATE*

- **Trial Setting** – The notice for trial **shall** contain the number of days counsel needs for the entire case to be presented (that includes jury selection, opening, presentation of plaintiff and defense cases, closing and jury deliberation). If opposing counsel believes that more time is needed, they shall immediately file a response to the notice for trial.
- If non-jury trial time is anticipated to last more than one hour, a pretrial conference is required. A non-jury trial time anticipated to last less than one hour does not require a pretrial conference.
- **Trial Schedules – To be determined at a later date.**
- Generally, no lengthy motions (such as motions for summary judgment), will be considered during the pretrial conference.
- Upon settlement, it is the duty of the plaintiff to notify the Court.