

**IN THE COUNTY COURT  
OF THE FOURTEENTH JUDICIAL CIRCUIT,  
IN AND FOR JACKSON COUNTY, FLORIDA**

**CASE NUMBER:**

**County Civil Division**

**Plaintiff,**

**-vs-**

**Defendant.**

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**STANDING CIVIL CASE MANAGEMENT ORDER FOR COUNTY  
COURT ACTIONS (NOT SMALL CLAIMS CASES)**

**THIS MATTER** is before the Court pursuant to Fla. R. Civil Proc. 1.200, Fla. R. Jud. Admin. 2.545, and AOSC20-23, Amendment 12, and the Court having determined that it is necessary to establish certain deadlines and timelines to ensure the prompt processing and just resolution of civil cases, issues the following case management order:

**1. Case Differentiation.**

**Complex Cases:** cases designated by court order as complex cases under Florida Rule of Civil Procedure 1.201 shall proceed as provided in the rule.

**Streamlined Civil Cases:** Non-Jury civil cases anticipated to have a trial length of less than two days, and *not likely* to: (a) involve numerous pretrial motions, or (b) pretrial management of a large number of witnesses or a substantial amount of documentary evidence may be designated as streamlined.

**General Civil Cases:** include all cases that are not designated by order as complex or streamlined.

Civil cases shall be deemed "general civil cases" unless the presiding judge has entered a separate order designating the civil case as complex or streamlined.

**2. Timelines and deadlines for streamlined and general civil cases.**

*a. service of complaints and service under extensions* - Plaintiff shall serve the initial process and initial pleadings on all defendants, within 120 days of filing the initial pleadings as provided by Fla. R. Civ. Proc 1.070. If service of the initial process and

pleadings is not made upon a defendant within 30 days after expiration of the initial 120 days, the action may be dismissed without prejudice or the defendant dropped as a party ***unless*** a motion and statement of good cause are filed by the plaintiff, and the matter is heard by the court prior to the expiration on the 30 days after the initial 120 days. The court may dismiss the action or grant additional service time.

***b. adding new parties*** - New parties may be added as provided by Fla. R. Civ. Proc. 1.250(c) and Rule 1.210(a), and on such terms as are just.

***c. Mediation*** - The presiding judge may issue an Order of Mediation directing parties to attend mediation on a certain date. Failure to attend any mediation ordered by the Court can result in a default being entered or dismissal of the action. Parties are strongly encouraged to resolve cases. The discovery process is not suspended by an Order of Mediation.

***d. Completion of discovery*** - Discovery shall be completed 30 days prior to the Final Pretrial Conference. Any discovery after the Final Pre-Trial Conference shall be permitted only on Order of the Court for good cause. For purposes of this Order, the Final Pretrial Conference shall be the pre-trial conference scheduled by the order setting a trial date or the pre-trial conference set upon continuance of the trial. If no pre-trial conference is scheduled, discovery shall be completed 40 days before trial.

***e. Resolution of motions and objections to pleadings*** - ALL motions and objections to pleadings, including motions-in-limine, shall have been filed, scheduled, and heard 20 days prior to the trial after due notice. Motions filed and not heard within 20 days prior to the final hearing/trial shall not be heard absent compelling circumstances and consent of the Court. All motions not heard 20 days prior to the trial shall be deemed abandoned.

***f. Documents intended to be offered into evidence*** - Any and all documents intended to be offered into evidence must be sent to the Court or filed in the Court file no later than 15 days prior to the final hearing or trial. Unless an order on a motion-in-limine has already determined the issue, rulings on admissibility will be made during the final hearing or trial. All parties are required to prepare an exhibit list and pre-mark their exhibits for use at trial.

**3. Trial Dates:** Trials for streamlined and general civil cases are projected to occur within the timeline established by Rule 2.250. Within sixty days of a notice of trial at issue, a separate order setting trial will be issued by the presiding judge establishing a firm trial date along with the Final Pretrial Conference.

**4. Service on Defendants:** The Plaintiff or Petitioner must serve a copy of this Standing Case Management Order with the Summons and the Complaint/Petition on any Defendant not served with process prior to the filing of this Order.

**5. Cases Previously Scheduled for Trial:** If this action is subject to an Order Scheduling Trial, all dates and deadlines contained in the Order Scheduling Trial shall supersede any dates and deadlines contained in this Standing Civil Case Management Order.

**6. Professional Obligation Compliance:** Lawyers and Judges have a professional obligation to conclude litigation as soon as it is reasonably and justly possible to do so. Accordingly, the deadlines and timelines established herein and in any subsequent orders, and Rule 2.545 and Rule 2.250 will be considered as presumptively reasonable time periods and will be enforced accordingly.

**7. Court-Imposed Deadlines:** The deadlines established in this order may not be modified or waived in any way by stipulation of the parties. Any party who believes an extension of time is necessary must put forth an appropriate motion to the Court.

**8. Courtroom Conduct:** All parties must be on time for each Court Session. Litigants and counsel must address all remarks to the Court, not to opposing parties. Do not make disparaging or acrimonious remarks toward opposing counsel or witnesses.

**DONE AND ORDERED** in Marianna, Jackson County, Florida, on Thursday, May 19, 2022.



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Wade Mercer, Jackson County Judge