

PATRICK MOORE
COUNTY COURT JUDGE
COUNTY CIVIL SECTIONS S/U/W

Judicial Assistant: Kim Rubia cocivw3@jud6.org

INSTRUCTIONS AND JUDICIAL PRACTICE PREFERENCES

West Pasco Judicial Center

7530 Little Road Rm. 311

New Port Richey, FL 34654

(727) 815-7025

HELP FOR PARTIES WITHOUT ATTORNEYS:

The judicial assistant cannot answer your legal questions in accordance with Florida law. Please do not ask her to answer legal questions.

The judge can only communicate with you about your case in the courtroom in the presence of all the parties involved with the case. Please do not call the judge and expect to have a conversation with him or attempt to relay a message to him through the judicial assistant. If you want to bring a matter to the court's attention, put it in writing and file it with the Clerk of Court under the case number you are calling about. Be sure to send a copy of the information to the opposing party.

There are judges with similar names or the same last name in another county. **Please be sure to have the name of the Judge correct as well as the correct Courthouse.** Look closely at all notices scheduling hearings before Judge Patrick Moore and be sure all filings are directed correctly and sent to the West Pasco Judicial Center, 7530 Little Road, New Port Richey, FL 34654.

TO SCHEDULE HEARINGS:

Please contact our office via email, cocivw3@jud6.org, to schedule all hearings.

1) DISCOVERY DISPUTES:

When discovery disputes occur, counsel must confer and make a good faith attempt to resolve them without hearing. If a hearing must be held, it should be timely scheduled to avoid potential trial delay.

2) SUBMITTING PROPOSED ORDERS:

Please submit proposed orders in “PDF” format, directed to Judge Patrick Moore, via the Judicial Automated Workflow System (“**JAWS**” portal), unless the Court directs otherwise. It is important to make sure that all associated party e-mails are connected to the case for everyone to receive a conformed copy of the order. In the event you do not have a pro se litigant’s e-mail, the conformed copy and all attachments must be mailed, and a follow up certificate of service shall be filed through the e-portal. Once your order is uploaded it will either be reviewed and signed with Judge Moore’s electronic signature or rejected with an explanation.

Orders submitted following a hearing should state that fact, including the date of the hearing. Every proposed order must state whether opposing counsel has agreed to the form and content.

If you are submitting an Agreed Order please make sure “Agreed” is in the title of the order and advise the Court that there was no objection by opposing party in your cover letter. If opposing party objects to the submission of your proposed order, please submit a WORD COPY of the order along with a cover letter advising the judge that an opposing order will be submitted by opposing counsel.

3) COURTROOM ETIQUETTE:

Counsel should request permission to approach the bench or the witness. When the jury enters or exits the courtroom, the parties and legal counsel should remain seated. When making an objection, stand and state the grounds for the objection. Do not argue the objection in front of the jury – you may request to approach the bench. Attorneys should address their arguments and comments to the Court, not to each other.

4) EVIDENTIARY HEARINGS:

Hearings which potentially require sworn testimony or entry of evidence is to be conducted in person. Exhibits should be submitted to the office no later than 3 business days prior to the hearing via mail.

5) TELPHONIC HEARINGS:

Telephonic hearings are allowed for hearings of 15 minutes or less, which include non-evidentiary motions practice and case management conferences. Requests for telephonic appearance hearings over 15 minutes will be considered if a Motion and proposed order are submitted timely in advance. The Court will rule on such request without hearing.

Judge Moore’s conference line number will be provided upon scheduling telephonic hearings with his office and must be provided in the notice of hearing. Please note that the hearing line does not ring, when you dial in nothing will happen, stay on the line and the Judge will dial in at the time of the hearing. During telephonic hearings, please refrain from talking over others and identify yourself prior to speaking.

6) ZOOM APPEARANCES:

Evidentiary hearings must be conducted in person. Hearings via Zoom require Court approval. Zoom court should be treated as if the attendee were appearing in

person. All participants should properly identify themselves so that their name appears on screen. Participants should remain muted when not addressing the Court and are asked to use both audio and video when addressing the Court when practicable. Participants should dress appropriately for court.

7) SMALL CLAIMS GENERALLY:

Small Claims matters follow the Florida Small Claims Rules. Small Claims pretrial hearings are to be conducted in person. The purpose of a Small Claims pretrial is to resolve your case through mediation or set the matter for a trial (Final Hearing). Motions are to be submitted in writing and set for a separate hearing; in some circumstances, the Court may consider hearing both ore tenus and written motions during pretrial conference.

If the case is set for trial, at least 10 days prior to trial, all parties must file with the Court a list of witnesses and exhibits and then provide copies of all evidence directly to the opposing party. It is each party's own responsibility to make sure that the witnesses you need are present at the trial or any evidentiary hearing that may be held. If your witnesses do not show up, and you have not subpoenaed them, your case may not be continued to cause them to appear. Information about subpoenas can be obtained through the Clerk's Office.

Requests for telephonic appearance at Small Claims trial/evidentiary hearings must be timely filed via motion, along with a proposed order, no less than 15 days prior to the trial.

8) TRIAL- COUNTY CIVIL:

When filing a notice to Set Cause for Trial please schedule a case management conference with the Judicial Assistant.

County Civil matters that have been set for trial must comply with the Court's Order Setting Trial. The Uniform Pretrial Conference Order attached to the Court's Order Setting Trial must be filled out by the parties together, and submitted to the Court, prior to the date of the pretrial conference stated in the Court's Order Setting Trial.

If a jury trial is scheduled, the format of voir dire may be discussed during the pretrial conference. Any pending motions and mediation shall be handled in accordance with the Court's Order Setting Trial.

9) MEDIATION

Mediation is required before trial.

10) ATTORNEY FEES:

All issues regarding attorney fees shall be left for a subsequent hearing. Fee affidavits are sufficient in lieu of expert testimony if all parties agree.

11) OTHER PRACTICE AND PROCEDURES:

If a case has been settled, please call or email the judicial assistant to cancel any hearings that may have been previously scheduled and pending hearing.