

DIVISION 35 TEMPORARY PROCEDURES

EFFECTIVE TUESDAY, MARCH 17, 2020

Effective Tuesday, March 17, 2020 and until further notice, the following temporary procedures will be in effect in Division 35 to assure that your hearing can proceed in a timely and efficient manner.

The courthouse is closed to the public until further notice. No one can enter the courthouse without permission from the Chief Judge. We are closely monitoring the coronavirus (COVID-19) and following the recommendations of the Center for Disease Control (CDC) as well as those of our local and federal government agencies as the situation evolves.

For the most up to date information regarding court operations including the issuance of any administrative orders that will supersede standard procedures where there is a conflict, please refer to www.17th.flcourts.org.

ALL HEARINGS:

Your hearing will proceed as scheduled via telephone or video conferencing using Zoom, at the Court's discretion, unless:

- ✓ You or a critical witness to your hearing has been exposed to COVID-19
- ✓ You or a critical witness has been quarantined due to COVID-19
- ✓ You have been granted continuance or otherwise excused by the division judge

It is the responsibility of the moving party who noticed the motion for hearing to provide the contact information for all relevant participating attorneys and litigants in the matter by email to the Judge's Judicial Assistant. All contact information should be e-mailed to DIV35@17th.flcourts.org.

All persons participating in the hearing shall be available at least 15 minutes before and 15 minutes after their scheduled hearing time (unless otherwise instructed by the Court). The Court will call the parties at the telephone numbers provided by the moving party during those times. Please notify your staff to expect a call from the Court to avoid any unnecessary delays or extended hold times.

Alternatively, should you choose to proceed using video conferencing (Zoom), the Court will provide the parties with a video conferencing (Zoom) link to join the hearing via the email address designated with the Court.

UNIFORM MOTION CALENDAR HEARINGS:

Should you wish to have a record of the proceedings, it is your responsibility to secure the services and telephone or video appearance of a court reporter. The Court Reporter will not be granted access to the courthouse.

Should you require the services of an interpreter, it is your responsibility to secure the services and telephone or video appearance of an interpreter for any witness you intend to call at the hearing. The interpreter will not be granted access to the courthouse.

All parties wishing to go forward with an evidentiary hearing by telephone or video conferencing must follow the regular division procedures for exchanging witness and exhibit lists.

Each party's exhibit list and pre-marked exhibit(s) shall be submitted to the court at least five (5) days prior to the hearing, or as soon thereafter, through CMS by either uploading the documents or filing them as an attachment to a Notice of Filing Proposed Exhibits. The parties must confer regarding which exhibits may be admitted in evidence upon stipulation.

DOMESTIC VIOLENCE HEARINGS:

It is the responsibility of the Petitioner to provide the contact information for all relevant participating attorneys and litigants in the matter by email to the Judge's Judicial Assistant. All contact information should be e-mailed to DIV35@17th.flcourts.org.