

**IN THE CIRCUIT COURT  
OF THE FOURTH JUDICIAL CIRCUIT  
IN AND FOR NASSAU COUNTY, FLORIDA  
DIVISION A**

**CORONAVIRUS HEARING ADDENDUM**

Various administrative orders have directed that most hearings be conducted either by telephonic means or video conference utilizing the Zoom Application, Skype, etc. in an attempt to contain the spread of the coronavirus. See <https://www.floridasupremecourt.org/News-Media/Court-News>, <http://www.duvalclerk.com/adminOrders/#/page/10/1>, and <https://nassauclerk.com/> There are also various orders from the executive branch that prohibit gatherings of people under certain circumstances. See, e.g., <https://www.flgov.com/wp-content/uploads/2020/03/EO-20-68.pdf>, and <https://www.nassaucountyfl.com/1021/Corona-Virus-Updates>

To take into account the possibility that some variation of an administrative order or executive order still prohibits in person hearings for your matter going forward, the Court adopts this addendum into the Order or notice of hearing to which it is attached. It is the desire of the Court to provide maximum services to the parties during this time while complying with all directives of the Supreme Court, the Chief Judge of the Fourth Judicial Circuit, the Administrative Judge of Nassau County, as well as federal, state and local authorities.

1. For hearings and bench trials in all **civil matters**, the Court prefers using the Zoom™ application<sup>1</sup> because numerous individuals can remote into the hearing and await their turn for their case to be called. If the Rule of Sequestration is invoked, the Court can keep others in the waiting room until it is their turn to testify.

2. For matters involving dockets, such as **foreclosure court**, **mental health court**, and **juvenile delinquency court**, it is anticipated that each case will be called as if the parties were present in the hearing room. Using the Zoom™ application allows for multiple parties to appear remotely and await their case being called. Therefore, it will not be necessary for the parties to coordinate with the judicial assistant or clerk if they are logged into Zoom on or before the start of the hearing.

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<sup>1</sup> For instructions how to sign up for Zoom™, please visit <https://zoom.us/resources> There is no fee to join a meeting hosted by someone else. The Court will be hosting the meetings

3. Unless otherwise notified by Court Order or the Court's Judicial Assistant, the link to Join the Court's Zoom™ Meeting for all hearings shall be:

<https://zoom.us/j/383599807?pwd=MmRDbzFvc0RQenFGQUxFR20vaHpTZz09>

Meeting ID: 383 599 807

Password: 900183

Dial by your location +1 253 215 8782 US or +1 877 853 5247 US Toll-free

There is a separate addendum and invitation link for domestic violence hearings.

4. For hearings involving exhibits, proposed orders, or copies of cases cited, the parties are directed to send these to the Court's judicial assistant, [astrickland@nassauclerk.com](mailto:astrickland@nassauclerk.com), via email at least 48 hours in advance of the hearing with copies to all parties who have not been defaulted as it custom and required by the Rules. When the number of pages of the hearing materials exceeds 50 pages, hard copies should be provided to the Court at least 48 hours in advance of the hearing. Counsel submitting proposed orders should also furnish sufficient self-addressed stamped envelopes to the Court via mail for service of any orders when a party is not signed up for the e-portal.<sup>2</sup> **The Court's physical and mailing address is 416 Centre Street, Fernandina Beach, FL 32034.**

5. If you are not able to use the Zoom™ Application, there are circumstances when individuals are allowed to personally attend Court such as **domestic violence and related injunctions**, but the Zoom™ Application is still available for those cases. However, if you desire to use the Zoom™ Application with that case, you will need to contact the Court's Judicial Assistant at [astrickland@nassauclerk.com](mailto:astrickland@nassauclerk.com) or 904-491-7275 well in advance of the hearing, so that this can be coordinated.

6. Because of the fluid nature of the coronavirus pandemic, the Court reserves jurisdiction to modify this Addendum by posting any addendum on the Court's website.

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<sup>2</sup> Individuals who represent themselves are strongly encouraged to Sign up for the Florida Courts E-Filing Portal to avoid delays in receiving documents. For instructions on how to do so, please check the following link: <https://www.myflcourtaccess.com/authority/trainingvideos.html>