

**FORECLOSURE CASE MANAGEMENT CONFERENCE
ORDER AND MEMO**

Case No.: _____

Date: _____

Plaintiff v. _____
Primary Defendant

Plaintiff's Law Firm _____

Email: _____

Phone: _____

Defendant's Law Firm _____

Address: _____

Email: _____

Phone: _____

Defendant: Pro Se ____ Default ____ Response ____ Served: _____

Primary Defendant's email _____

Secondary Defendant(s): _____

(BELOW FOR COURT USE ONLY)

Deadline for Filing: Motions: _____ Discovery: _____

Hearing on all Motions: _____ Time: _____ Location: See Attached Addendum

Pending Motions: _____

CMC/Pre-trial hearing _____ Time: _____ Location: See Attached Addendum

Trial or Summary _____ Time: _____ Location: See Attached Addendum
Judgment set for

If this case is being set for trial, the Plaintiff shall prepare any order setting a case for trial and shall furnish the Court with the proposed order along with the appropriate copies and envelopes for the parties that are not signed up for e-service. If this case is being otherwise set for a hearing, the Plaintiff shall prepare, file and serve a notice of hearing with the Court's Coronavirus Hearing Addendum on all parties pursuant to the applicable rules of procedure.

Remarks: _____

DONE AND ORDERED, in Fernandina Beach, Nassau County, Florida this ____ day of _____, 20__.

LESTER BASS, CIRCUIT JUDGE

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

FORECLOSURE COURT 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.

This Addendum will be filed in any foreclosure case that is scheduled for hearing, and it shall be attached and referenced in any notice of hearing or proposed order scheduling hearing submitted by the parties. If any matter set for hearing did not include this addendum in the hearing notice or order scheduling, the plaintiff shall file and serve the parties with a new notice that includes this addendum.

The Court adopts this addendum into the Order Setting 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™ application¹ 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**, 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.

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

¹ 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

4. For hearings involving exhibits, proposed orders, original documents, or copies of cases cited, the parties are directed to provide courtesy copies to the Court at least two (2) business days prior to the hearing with copies to all parties who have not been defaulted as it custom and required by the Rules by mail, hand delivery or by email to astrickland@nassauclerk.com. Of course, 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.² **The Court's mailing address is 416 Centre Street, Fernandina Beach, FL 32034.**

5. For hearings or trials including testimony, parties and witnesses should appear remotely by video for the Zoom meeting. If the party or witness does not have the ability to do so, they will need to seek permission from the Court to appear remotely without the benefit of visual communications. Those appearing before the Court without video via Zoom that intend to testify will likely need to be in the presence of a notary public for the purposes of being identified and sworn in. Those appearing remotely by video via Zoom planning to testify should be prepared to furnish the Court with a picture identification such as their driver's license via video.

6. A copy of this addendum without a case specific style shall be posted at <https://www.nassauclerk.com/judge-steven-m-fahlgren/> under the section titled, "Residential Foreclosure."

7. 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 at the link referenced above.

8. **AMERICANS WITH DISABILITIES ACT: If you are a person with a disability who needs any accommodation in order to participate in a proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator at (904) 548-4600 (then press 0) at least 7 days before your scheduled court appearance, or immediately upon receiving notification of the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.**

² 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>