

DIVISION A ZOOM ADDENDUM

Pursuant to the local administrative order entered on June 15, 2021, effective June 21, 2021, the Nassau County Phase 2 Operational Plan has been rescinded. **In person court appearances are now permissible. Facemasks and distancing are required. However, Zoom will be the default for scheduled hearings, unless the parties file notice with the Clerk of Court that at least one (1) party intends to appear in person at least three (3) business days before the hearing.** Said notice shall also be provided to the Court via email to at astrickland@nassauclerk.com, and to all other parties by email, if possible.

Unless otherwise notified by Court Order or the Court's Judicial Assistant, the invitation to join the Court's Zoom™ Meeting for all hearings is:

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

Meeting ID: 383 599 807

Password: 900183

Dial by your location +1 253 215 8782 US

Parties shall name their Zoom profile with their legal names such that they can be easily identified.

For Zoom 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, via email at least three (3) business days 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 exceed 50 pages, hard copies should be provided to the Court at least three (3) business days in advance of the hearing.** Emailed exhibits should be sent as one PDF file, or as few PDFs as possible, and include an index, cover sheets before each exhibit, and should be easily identified. 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.¹ **The Court's physical and mailing address is 416 Centre Street, Fernandina Beach, FL 32034.**

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.**

While the Court is not required to record all Zoom hearings, the parties may request the Court do so. It is the parties' responsibility to arrange for a Court Reporter to attend the hearing, if so desired.

¹ 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.myflcourtagency.com/authority/trainingvideos.html>