

Sample Notice of Hearing for Evidentiary Hearings held via Zoom

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

CASE NUMBER:
DIVISION:

NOTICE OF HEARING

PLEASE TAKE NOTICE that the undersigned counsel for the _____ shall call upon the Honorable Steven M. Fahlgren, Circuit Judge, at the Nassau County Historic Courthouse, 416 Centre St., Fernandina Beach, FL 32034 on _____ **via Zoom**¹, or soon thereafter, for a hearing on the _____. Thirty (30) minutes are allotted for this hearing.

___ At least one person will appear in person for the hearing.

___ Both parties will appear via Zoom pursuant to the attached addendum.

Parties appearing by Zoom stipulate to the following:

1) To appear before Judge Fahlgren via the Zoom Application, the parties and/or their attorneys are responsible for downloading the Zoom Application and then using the following invitation information:

Join Zoom Meeting:

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

Meeting ID: 383 599 807 Password: 900183 Dial by your location: 1 253 215 8782

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

3) 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.

4) 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 hearing will be held via Zoom by default, but in person appearances are permissible effective June 21, 2021.**

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5) 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.

PLEASE GOVERN YOURSELF ACCORDINGLY.

Certificate of Service

I HEREBY CERTIFY that pursuant to Florida Rule of Judicial Administration 2.516, a true copy of the foregoing has been forwarded to: _____, via email to: _____, and U.S. Mail to _____ on _____.

Attorney Signature Block

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Nassau County Judicial Annex, 76347 Veterans Way, Yulee, FL 32097 at 904.548.4600 press "0", within two (2) working days of your receipt of this *Notice of Hearing*. If you are hearing or voice impaired, call TDD 1-800-955-8771.