



**LESTER B. BASS, CIRCUIT COURT JUDGE
FOURTH JUDICIAL CIRCUIT**

**ROBERT M. FOSTER JUSTICE CENTER
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YULEE, FLORIDA 32097
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DIVISION C PROCEDURES

EX PARTE: (Please Schedule with Judicial Assistant)

Ex parte hearings only involve the following matters:

- Uncontested Family Law cases
- Motions to Withdraw
- Motions to Set for Trial
- Motions to Set Hearings in excess of (1) one hour

Ex parte hearings should take no longer than (5) five minutes.

Ex parte is always held from 9:30 a.m. to 10:00 a.m. on the *ex parte* calendar listed on the website.

SETTING A CASE FOR TRIAL OR HEARING:

Motions to Set for Trial and/or Hearing for greater than one (1) hour are heard during *ex parte*.

Please do the following as applicable:

1. File a Motion to Set Case for Trial/Hearing.
2. Coordinate with opposing party or attorney to select an *ex parte* date which is convenient for all parties.
3. Serve the Notice of Hearing on all parties.
4. Out-of-area attorneys may appear by phone by requesting to do so.
5. Complete the Trial Memorandum Form in advance of the Motion to Set Hearing.
6. The Judicial Assistant will prepare the Order Setting Case for Non-Jury Trial and Pretrial Conference or the Order Setting Case for Hearing.
7. Provide stamped, self-addressed envelopes for all parties **NOT** on e-service. The Court does not provide envelopes and/or postage.

When a case **SETTLES** prior to the pre-trial or trial date, **PLEASE, IMMEDIATELY** contact the Judge's office to remove the pre-trial and trial from the calendar. Please also file a Notice of Voluntary Dismissal or Notice of Cancellation with the Clerk's office to close the case and email a copy to Judicial Assistant.

Motion to Continue Trial: A Motion to Continue Trial, whether consented to or contested, must be heard by the Judge.

SETTING HEARINGS:

Hearings may be set by emailing the Judicial Assistant: <mailto:cjennings@nassauclerk.com>.

Please provide:

- Case numbers
- Names of all Parties
- Case docket number for the motion
- Type of motion to be heard (The motion **MUST** be filed prior to calling to set for a hearing.)
- Estimated amount of time needed for the hearing

- Attorneys should confer with each other to determine three (3) possible dates for any hearing. Please provide those dates to the Judicial Assistant. The Judicial Assistant will then choose one of the dates that works with the court's calendar. The Judicial Assistant will not resolve disputes regarding when a motion will be set.
- Do not send courtesy copies of the motion.

DURATION TIMES FOR A HEARING:

Hearings on motions may be scheduled on either morning or afternoon calendars. Hearings that require more than one (1) hour of time must be approved by the Court during ex-parte.

Emergency Motions, Motions For Rehearing, and/or Motions For New Trial:

(1) Attorneys are expected to carefully consider whether the motion is a true "EMERGENCY" under the applicable case law and Rules of Procedure and Administration.

(2) Motions must be filed with the Clerk of Court.

(3) If seeking an *ex parte* hearing, you must state an adequate reason why the other party should not be given notice.

(4) Otherwise, due process requires proof of service on the other party.

(5) Motions must be verified/sworn by the movant & signed by counsel.

(6) Emergency Motions should be emailed to the Judicial Assistant or delivered to the Judge's chambers for review.

(7) If emailed, the email should be marked urgent and "emergency" should be included in the subject line.

(8) There shall be no *ex parte* communications concerning this request.

(9) After the Judge has reviewed the action, the Judicial Assistant will advise if the motion will be granted without a hearing or notice, denied, granted with a hearing on an emergency basis, or scheduled for a hearing on the next regular calendar date by the movant. The original motion should be properly filed with the Clerk of Court.

Courtesy Copy of Motions on the Calendar:

A courtesy copy of the motion(s) and any pleadings pertaining to the motion/hearing for ALL time certain scheduled hearings for Division C are required.

- Send a copy of any pleadings that may be referred to during the scheduled hearing, any memorandum(s), and/or any other pleadings regarding the motion.
- Case law
- Exhibits: **(If your exhibits contain more than 50 pages please provide a hard copy to the court already tabbed in a binder.)**
- Please submit the copies **at least 48 hours prior** to the scheduled hearing.
- The copies must be mailed or hand delivered to the courthouse, and one copy emailed to Judicial Assistant.

Motion to Compel or Motion for Sanctions for Failure to Produce Discovery:

Once a Motion to Compel or a Motion for Sanctions is scheduled on the calendar, it will remain on the calendar. Even if the issue is resolved, the attorneys will still have to come before the Judge to explain the reason(s) of the filed motion and the necessity of it to be placed on the Judge's calendar.

- **A hearing set for a Motion to Compel or Motion for Sanctions will NOT be removed from the calendar for any reason.**
- **The only exception a Motion to Compel or Motion for Sanctions will be removed from the calendar is when the case completely settles.**

All Proposed Orders Must Include the Following:

- A cover letter indicating the purpose of the Order. The cover letter should also indicate whether the opposing counsel or Parties consent or object to the entry of the Order.
- Original Order for signature and appropriate number of copies for all parties that are **NOT** using e-Portal.
- For cases where **ALL** parties (attorneys) are using e-Portal, the Order may be submitted via email in a PDF or Word format.
- Complex Orders should be sent in Word format for any potential modifications. Please contact Judicial Assistant for email address.
- **STAMPED** addressed envelopes for parties that are **NOT** using e-Portal. Please provide proper postage on all envelopes.

Administrative Order No. 2020-1, has directed that all civil division (CA case numbers), family law divisions (DR case numbers), probate division (CP case numbers), and guardianship division (GA case numbers), excluding petitions for injunctions against domestic violence, 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. To appear by through Zoom for a hearing before Judge Lester B. Bass, please use the information below.

ZOOM:

There will be no in-person hearings until further notice. All hearings shall be conducted by video or telephonic appearance on zoom. Here is the zoom meeting information listed below:

Join Zoom Meeting

<https://zoom.us/j/91662517934?pwd=RFUyZnJTNGlQSElxZG1MRFYxNzZkdz09>

Meeting ID: 916 6251 7934

Password: 254640

Those without access to the internet may call either of the following numbers:

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Germantown)
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- 877 853 5247 US Toll-free
- 888 788 0099 US Toll-free

Before a videoconference:

1. At the start time of your meeting, click on the link in your invitation to **join via computer**. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided by your host.

Join Zoom via telephone:

You can join zoom via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.

2. Enter the Meeting ID #: **916 6251 7934** Password: 254640 when prompted using your touch-tone (DTMF) keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:

Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants • View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- **Change your screen name that is seen in the participant list and video window: IF ONLY YOUR PHONE NUMBER APPEARS, PLEASE CHANGE YOUR SCREEN NAME TO YOUR NAME SO THE COURT MAY IDENTIFY YOU.**

CORRESPONDENCE:

Judicial and court staff may be working remotely, so email is the preferred method of correspondence. Instead of calling the office, please email all requests for hearing times or other requests to Judicial Assistant Carla Jennings at cjennings@nassauclerk.com