

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

DIVISION: E

THIRD AMENDED STANDING ORDER ON VIDEO HEARINGS

Due to the Statewide COVID-19 pandemic restrictions, all hearings will be scheduled via video conference until further Order of the Court. Pursuant to the Clay County Administrative Orders addressing the pandemic, the following procedures shall be followed in all video hearings, it is therefore

ORDERED as follows:

1. At least ten (10) days prior to any evidentiary hearing, all parties or their counsel shall communicate electronically and try to agree to the authenticity and/or admissibility of any evidence.

2. At least seven (7) days prior to any evidentiary hearing, all parties or their counsel shall file with the e-filing portal and serve on the opposing party or counsel, a Proposed Exhibit List. **A blank Proposed Exhibit List is attached for your convenience.**

A) The Proposed Exhibit List must contain a description of each of the exhibits a party wishes to use at an evidentiary hearing. Each exhibit listed on the Proposed Exhibit List must be marked for identification on the Proposed Exhibit List as “Petitioner’s A, B, C, etc.” or “Respondent’s A, B, C, etc.”.

B) Parties or their counsel **must** indicate on the Proposed Exhibit List whether the parties agree the document may be admitted into evidence. The Judge will decide at the hearing whether to admit any document into evidence if there is **no agreement**.

3. Each Exhibit shall be marked for identification on the bottom of the first page of the document “Petitioner’s A, B, C, etc.” or “Respondent’s A, B, C, etc.”

A) Each marked Exhibit must correspond with the identification markings on the Proposed Exhibit List. (Petitioner’s A, B, C, etc., or Respondent’s A, B, C, etc.)

B) At least five (5) days prior to any evidentiary hearing, all parties or their counsel shall submit hard copies of the exhibits to the Court and serve on the opposing party or counsel, each Exhibit which the party wishes to use at the evidentiary hearing. Opposing party or counsel’s copy may be served electronically. Parties/counsel shall not file any “composite exhibits.” **The Court’s copy should be dropped off at the Clerk of the Court Civil Department Room 1049 advising the clerk that it is evidence for a pending hearing. Email the Judicial Assistant at gonzalezd@clayclerk.com to confirm that it was dropped off.**

C) Exhibits that have not been provided to the Court as described may not be admitted into evidence, at the discretion of the Judge.

4. At least five (5) days prior to any evidentiary hearing, all parties or their counsel may submit case law and statutory authority, electronically or by hard-copy, which should be considered by the Court. It shall be e-Mailed to gonzalezd@clayclerk.com and served on other counsel of record prior to the commencement of testimony.

5. Nothing in this procedure limits a Judge’s ability to designate supplemental procedures in individual cases.

6. If the parties comply in good faith with this procedure but technological issues prevent a meaningful review of the evidence through remote means, the Court may reset the matter.

7. **If the evidence is not submitted as outlined, the hearing/trial will not take place as scheduled.**

DONE AND ORDERED in Chambers at Green Cove Springs, Clay County, Florida on this 23rd day of September, 2020.



Circuit Judge

Copies to:
Attorney(s) of Record and/or Pro Se Litigant(s)

