

SUPPLEMENTAL PROCEDURES

(Pursuant to [Administrative Order No. 2.40](#))

- I. Scheduling of Hearings and other matters.

To schedule a hearing for a family case thirty minutes or less, refer to JACS for available hearing dates and times. First, coordinate your hearing with opposing counsel or the self-represented party and then once coordinated contact the Court's Judicial Assistant (JA) at cjohnson@ca.cjis20.org with all case party and motion information. Thereafter, the JA will provide a hearing date, time and Zoom Meeting information.

- II. Zoom Video Hearings.
 1. Prior to the time set for your Zoom video hearing counsel/pro se litigant is required to log onto Zoom and determine that they are connected to the Zoom hearing and no technical issues are occurring. If Counsel/Pro Se litigants determine that technical issues prevent them from joining the Zoom meeting they are required to immediately contact the Court's Judicial Assistant via email at CJohnson@ca.cjis20.org to notify the Court regarding your technical issues. Similarly, counsel/Pro Se litigants are required to contact the Court's Judicial Assistant during the Zoom hearing regarding any technical issues. If counsel/Pro Se litigants fail to comply with notifying the Court regarding any technical issues, the Court may proceed with the scheduled hearing see Administrative Order No 2.40 paragraph 8.
 2. All parties appearing remotely for a court proceeding shall not engage in any unprofessional conduct.
 3. Zoom works best on a computer with a camera and a microphone. Please ensure your camera and microphone turned on, and please make sure to unmute before you speak and mute after you speak so the Court and other parties don't hear a lot of background noise.
 4. To as much degree as possible, please do not talk over one another.
 5. The Court will be adhering to strict time limits as other parties are waiting online for their hearings as well.
 6. Also, please be aware as to who may also be present where you are speaking. Background noise will be disruptive to their proceedings.

- III. Oaths
 - (1) In all proceedings requiring testimony, oaths may be administered consistent with Florida Supreme Court Administrative Order AOSC20-23, In Re: Comprehensive COVID-19 Emergency Measures for the Florida State Court (Amendment 2)
 - (2) The person administering the oath shall be a non-interested party, and is not required to remain on the video conference after administering the oath, unless such person is a court reporter responsible for recording and/or transcribing the proceedings. The Court may also administer the oath.

IV. Witness

- (a) Unless otherwise permitted by the presiding division judge, witnesses shall:
 - (i) Be alone in a quiet room during their testimony
 - (ii) Not use a virtual background; and
 - (iii) Turn off all electronic devices except for the device enabling participation in the hearing and refrain from exchanging any electronic messages during their testimony. Any violation may be sanctioned by the presiding judge as permitted by law.
- (b) No document or other writing may be shown or provided to any witness unless such item is first shown to all other participants.
- (c) Minor witnesses are not to be present during Zoom hearings unless previously approved by the Court. See, Fla Family Law Rule 12.407

V. Video/Audio Recording

No party may use any electronic device to take photographs of any participant or to capture the audio or video of any court proceeding, that is held using web-based video conferencing tools without the express consent of all participants, and the Court. This provision does not prevent court reports from digitally recording court proceedings, when otherwise permitted, or members of the media from reporting court hearings, provided however, such member of the media complies with the Twentieth Judicial Circuit administrative order governing the media and any directive from the presiding judge.

VI. Admission of Evidence

See Twentieth Judicial Circuit [Administrative Order no. 2.40](#) (see attached Exhibit 1)

VII. Case management/Pretrial Conference

Clients are not required to be present for Case Management or Pretrial Conference via Zoom hearings until further Order of the Court.