

For **IN-PERSON** proceedings, *Trial/Hearing Exhibits need NOT be filed in the court file.* For **IN-PERSON** proceedings, you will need to resume Judge Schreiber's standard policy of providing two trial/hearing Exhibit notebooks at the in-person proceedings (one for the Clerk as the official court record and one courtesy copy for the Judge to make hand written notes on). **The hearing/trial Exhibit Notebooks NEED NOT BE PROVIDED TO THE JUDGE OR THE CLERK IN ADVANCE OF THE TRIAL/HEARING.**

For VIRTUAL proceedings, if Exhibits will be offered, all Exhibits must still be electronically filed in the Court file (as required by 20th Judicial Circuit Administrative Order 2.40) with paper copies (organized in a binder or notebook) provided to Judge Schreiber's office no later than five (5) business days prior to the VIRTUAL proceeding. In addition, the rules of Virtual Courtroom Etiquette as posted on the Court's page of the 20th Judicial Circuit Court Administration website found at www.ca.cjis20.org must be followed.

EMERGENCY MATTERS

Emergency matters will be handled on a case-by-case basis. Please forward a copy of any emergency motion to the Judicial Assistant. Only matters of extreme urgency, such as matters of life and death or instances of irreparable harm will be considered on an emergency basis. Please review the 20th Judicial Circuit Administrative Order No. 2.17 and **Loudermilk v. Loudermilk**, 693 So.2d 666 (Fla. 2d DCA 197) with regard to matters that may be considered an emergency.

MISCELLANEOUS

PLEASE NOTE: MASKS ARE NO LONGER REQUIRED IN THE COURTHOUSE OR IN THE COURTROOMS. Masks are optional and available upon request in the courtroom.

The contents of this Order may also be found on the 20th Judicial Circuit website, www.ca.cjis20.org under Judge Schreiber's downloads.

WHEREUPON it is, ORDERED AND ADJUDGED:

1. **Exhibits:** All attorneys and pro se litigants are **required to exchange Exhibits** with the opposing party **no later than 10 business days prior to the hearing/trial.** In addition, no later than 10 business days prior to the hearing/trial, the parties/counsel of record are required to confer for the purpose of stipulating, as much as practicable, to the authenticity and admissibility of any Exhibits. Failure to comply with this requirement may result in the exclusion of evidence.

All exhibits must be pre-marked for identification and shall include an index listing all proposed exhibits with the exhibit numbers or letters and all pages shall be numbered for easy reference. Where possible, counsel should seek to file Exhibits jointly. The index shall include an indication as to whether the parties have stipulated to the admissibility of the document.

Any party who objects to any Exhibit being admitted an opposing party **must file a written objection within 24 hours of the evidentiary conference, including the basis for the objection** as indicated above. If the Court determines that the objection cannot be addressed at the hearing/trial, the matter may be continued to resolve the issue.

2. **Use Of Audio-Visual Recordings As Exhibits.** Any party who intends to introduce an audio and/or visual recording must ***EITHER*** bring their own equipment to publish the recording ***OR*** provide the thumb drive or other similar technology to the Judge's Office at least five business days before the hearing/trial. We are prohibited from utilizing court-issued equipment unless it is first screened and cleared by Court Administration's IT Department.

3. **Witnesses:** All attorneys and pro se litigants **are required to exchange Witness Lists that include the witnesses' names, email addresses, and telephone numbers no later than 10 business days prior to the hearing/trial.** Attorneys and pro se litigants are responsible to ensure that their witnesses are aware of the witness testimony protocol required herein.

4. **Interpreters:** Attorneys and pro se litigants are responsible to provide for necessary interpreters for either a party or a witness. All interpreters must be qualified in accordance with the Florida Rules for Regulation of Spoken Language Court Interpreters except as provided for in Fla. R. Jud. Admin. 2.565. In addition, all parties must comply with F.S. 90.606, Fla. R. Jud. Admin. 2.560 and 2.565, Twentieth Judicial Circuit Administrative Order No. 2.36 as well as all other applicable rules and regulations.

Parties may request a court interpreter by contacting the Twentieth Judicial Circuit Administrative Offices of the Court at <http://www.ca.cjis20.org/home/interpreterrequest/>. More information regarding court interpreters may be found at <https://www.ca.cjis20.org/home/main/interpreters.asp>.

5. **Court Reporters:** Parties are encouraged to confer prior to the hearing regarding the use of a court reporter, so that two court reporters are not appearing. ***With limited exceptions, these civil proceedings are not being audio recorded.***

6. **Decorum:** All hearings/trials are official court proceedings, whether in-person or virtual. All attorneys, parties, witnesses and other persons attending the hearing/trial are expected to dress appropriately and conduct themselves as if they were present in the courtroom. Please review Twentieth Judicial Circuit Administrative Order 2.13 found at www.cjis20.org

DONE AND ORDERED in Chambers at Lee County, Florida.

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 Brooke Dean, Operations Division Manager, whose office is located at Lee County Justice Center, 1700 Monroe Street, Fort Myers, Florida 33901 and whose telephone number is (239) 533-1771 at least 7 days before your scheduled court appearance or immediately upon receiving this notification if the time before the Court appearance is less than 7 days; if you are hearing or voice impaired, call 711.