

Interim Procedures

Effective immediately and until further notice, unless otherwise directed by that division's presiding judge, all hearings and non-jury trials in the family divisions of the Fourth Judicial Circuit, Duval County, Florida shall be conducted by telephone or video conference. This procedure is consistent with the administrative order issued earlier this week by the Florida Supreme Court and is necessary to protect the health of litigants, lawyers, court staff, and other citizens.

Notices of hearing shall state the manner in which the hearing will be held (i.e. telephone or video conference) and shall provide all details, including clerk's docket number of the matter (for ease of reference), phone numbers or websites necessary to allow lawyers, parties, and witnesses to participate.

The scheduling attorney is responsible for the means of audio/visual communication best suited for the hearing. Options include, but are not limited to, the website Zoom; Court Call or other fee-based services; Skype; and/or Facetime.

Please notify the Judicial Assistant of the Division in which the case is scheduled as soon as possible by email or telephone to relay the method selected to conduct the hearing.

If you would prefer to reschedule a currently set hearing, it is the responsibility of counsel to promptly notify the Court through the division's Judicial Assistant.

This procedure applies not only to the setting of future hearings but also to all cases currently on the calendar.