COVID-19 COURTHOUSE RECOVERY PROTOCOL FOR JUDGE WALKER

(Updated 7/30/2021)

In association with the addressing most expeditiously cases pending after the closure of in-person proceedings during the COVID-19 pandemic and taking into consideration the Florida Supreme Court's latest Administrative Order, please follow the protocol below until further notice.

Emergencies/Delays: Emergency and time sensitive motions should be filed through the e-portal and a courtesy copy emailed to Charisma Calloway (CallowayC@circuit8.org). In addition, attorneys should call Court Administration (352) 374-3648 to alert them to the filing of the emergency motion. Messages to Court Administration should only be left concerning emergency/time-sensitive motions. Routine motions will be addressed by Ms. Dunaway in the regular course of business.

HEARINGS

A) Status Conferences and CMCs will be set by the Court in person and/or via zoom, or telephone, as the Court's calendar permits and the "Order Setting" the event will include appearance instructions.

B) Non-Evidentiary hearings (ex. Motion to Dismiss, Motion to Amend) – When requesting a non-evidentiary hearing, the moving party may request that the hearing occur in-person, via telephone, or via zoom. The judicial assistant will confirm the request as appropriate and require the moving party to prepare the notice of hearing to include the type of hearing scheduled. Once a hearing is scheduled in a certain way (ex. in person), any request to change to a different platform (ex. to zoom), may necessitate a change to the date/time of the hearing.

C) Evidentiary hearings and Non-Jury Trials will be conducted in person or via zoom, at the request of the parties.

   i. For evidentiary hearings less than 3 hours, both sides will need to appear in the same fashion (ex. both sides appear in person or both sides appear by zoom). This is required because our hearing rooms do not have the capability to conduct hybrid hearings.

   ii. For evidentiary hearings more than 3 hours, one side may appear in person and one person may appear via zoom if those requests are made at the time of the scheduling of the hearing and authorized by the court.

   iii. For in person evidentiary hearings, the moving party will be asked to prepare a notice of hearing.

   iv. Zoom Links: For any evidentiary hearing where a party will appear via zoom, the Court will enter an Order Setting Zoom Hearing which will include a zoom link.

   v. For all non-jury trials (whether zoom or in person), the Court will prepare an Order Setting Non-Jury Trial.

Documents for Hearings: Any documentation (i.e. evidence, case law, memorandum, etc.) that you would like the Court to consider for your hearing must be **received** in paper copy by 4:00pm at least **5 business days** prior to the hearing. Any late submissions may delay a ruling in your case or may not be considered. Paper copies may be sent via delivery service (Fed Ex, UPS, US Mail, etc.) or may be hand delivered to the courthouse. In either event, all documents must be **received in our office no later than 4:00pm** at least **5 business** days prior to the hearing. The address for documents to be sent/delivered is: Judge Walker, Alachua County Family/Civil Courthouse, 201 E. University Avenue, Room 408, Gainesville, FL 32601.

Hand Deliveries: Please DO NOT use the Clerk's drive through window to drop off court documents. Deliveries should be made through the front door of the civil courthouse to our office (Room 408). If Charisma is not present to accept a delivery, please deliver all items to Court Administration in Room 410.

Pro Se Access to the Court: Any pro se party who is unable to participate in a Zoom hearing due to lack of internet access or lack of a device, may use one of the computers in the Alachua County Self-Help Center on the 4th Floor of the Family/Civil Building to participate in the hearing. Due to a limited number of available devices, pro se litigants who want to use this service must make arrangements in advance, by contacting the Self-Help Center at (352) 548-3781 or Selfhelp@circuit8.org

Court reporters may participate in proceedings in person if the hearing is scheduled for an "in person" hearing. Court reporters may also appear via telephone or Zoom, as appropriate, to make a record of any proceeding. The party retaining the services of the Court reporter is responsible for providing the court reporter with the call in phone number for telephonic hearings or the Zoom link for Zoom hearings. The presence of any court reporter shall be announced at the beginning of the hearing by the attorney/party who retained the services of the Court reporter. The Court will not record any hearings conducted via Zoom.