

COVID-19 PROTOCOL FOR JUDGE WRIGHT

(Updated March 2021)

In association with the COVID-19 virus and taking into consideration the Florida Supreme Court's latest Administrative Order, please follow the protocol below until further notice.

Deliveries: If you have a delivery for Judge Wright during this time period, please take it to the Alachua County Courthouse 201 E. University Ave., Gainesville, FL 32601. Please place the exhibits in an envelope with His Honors name and the case number written on it.

Emergencies/Delays: Emergency and time sensitive motions should be filed through the eportal and a courtesy copy emailed to Anita Simoneaux (SimoneauxA@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 in the regular course of business.

Hearings:

- A) **Evidentiary hearings, including non-jury trials,** will proceed as scheduled and will be conducted via Zoom video conference. As a general rule, in-person evidentiary hearings and non-jury trials, will not be conducted during this time period but these hearings will proceed via Zoom. An exception to this limitation is for all Domestic Violence Injunction proceedings which occur as a hybrid court proceeding.
- B) **Court reporters** should not come to the courthouse but may participate in proceedings via Zoom 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 Zoom link. 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 the Zoom meeting, except in cases of Domestic Violence.
- C) **Presentation of Evidence:** If you intend to present any evidence or documents to the court at your hearing, you must pre-mark all items for identification (ex. Plaintiff's A,B,C, etc.) and serve a copy to all parties no less than three (3) business days prior to the hearing. If there are any pro se parties involved in your case, a copy of the pre-marked evidence shall be served on them, via US Mail, no later than ten (10) days prior to the hearing. In addition, a PAPER COPY of all pre-marked evidence, from each side, shall be received by the Court no later than the deadline contained in your specific order, typically 5 business days prior to the hearing date. This packet will be used by the Court to stamp the official evidence as it is entered at the hearing/trial. Please confer with all parties prior to the hearing to determine whether there are any stipulations as to the admissibility of evidence. Any pre-marked evidence which is stipulated, should be so noted. All other pre-marked evidence will be considered opposed.

Documents for Hearings: Any documentation (i.e. case law, memorandum, etc.) you would like the Court to consider for your hearing **must** be submitted in **paper copy** at least **5 business days** prior to the hearing with copy to the opposing counsel or pro se' party. Any late submissions may delay a ruling in your case or may not be considered. Paper copies to be submitted shall be via U.S. Mail, FedEx, etc. sent to our Alachua County Courthouse 201 E. University Ave., Gainesville, FL 32601 at least **5 business days** prior to the hearing.

Updates: Please check our website regularly for updates at circuit8.org. Court closings, if any, will be posted on the website.