

COVID-19 PROTOCOL FOR JUDGE KEIM (Updated 4/29/2020)

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 Keim during this time period, please take it to Court Administration in Room 410 of this building.

Emergencies/Delays: Judge Keim's assistant, Theresa Hall, is working remotely. Emergency and time sensitive motions should be filed through the e-portal and a courtesy copy emailed to Theresa Hall (Hallt@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. Hall in the regular course of business. You should expect delays in the distribution of routine orders and responses to non-emergency emails.

Hearings:

A) All non-evidentiary hearings (ex. status conferences, case management conferences, probate/guardianship dockets, most discovery motions, motions to dismiss, etc) shall be conducted via telephonic appearance only. A motion and order is not required.

Plaintiff's counsel (or Plaintiff, if pro se) shall contact the judicial assistant, via email, no later than NOON two business days prior to the scheduled hearing and provide a telephone number for the Court to call. If more than one party is appearing via telephone, we ask that Plaintiff's counsel coordinate a conference line and provide that number to the court and all other parties/attorneys. We cannot merge multiple numbers. The subject line of the email should read as follows: "Telephonic Hearing Notice for (Insert Date of Hearing)". On the day of the hearing, the Court will call the number provided as close to the hearing time as possible. Due to the large volume of telephonic hearings, the hearing time may be delayed. Please remain on the line.

B) Evidentiary hearings, including non-jury trials, will proceed as scheduled and will be conducted via Zoom video conference. In **emergency** situations (only), litigants requesting in-person non-jury trials or hearings on evidentiary matters shall file a motion and notify the court as soon as practical and the hearing may be kept on the court's calendar or re-scheduled, at the discretion of the presiding judge. If a litigant's rights would be prejudiced by proceeding via Zoom, rather than in person, the party (or attorney representing that party) may file a motion sufficient to demonstrate good cause, for the court's consideration. Generally, arguments that "it will be easier to wait to do it in person" or similar arguments, alone, may not be sufficient to demonstrate good cause or prejudice to a party.

C) Court reporters should not come to the courthouse but may participate in proceedings via phone or 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

call in number or 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 reporter's services.

Phone Messages: Phone messages are not being actively monitored. Please do not leave a phone message but contact the judicial assistant through email: HallT@circuit8.org.

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