

STEVEN M. FAHLGREN, CIRCUIT JUDGE
DIVISION B PROCEDURES
(Updated 7/12/24)

Contact Info.:

Ashley Strickland, Judicial Assistant

Phone: 904-548-4910

Fax: 904-548-4919

Email: astrickland@coj.net

Website: <https://www.jud4.org/Ex-Parte-Dates-Judge-s-Procedures/Nassau-Judges.aspx>

Mailing Address:

Robert M. Foster Justice Center

76347 Veterans Way, 3rd Floor

Yulee, FL 32097

GENERAL

Americans with Disabilities Act: If you are a person with a disability who needs any accommodation in order to participate in a proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator Michelle Watson, Robert M. Foster Justice Center, 76347 Veterans Way, Yulee, FL 32097, Telephone 904-548-4917, email ADA@nassauclerk.com at least 7 days before your scheduled court appearance, or immediately upon receiving notification of the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

Physical and Mailing Locations: Judge Fahlgren typically holds Court at the **Historic Courthouse** located at 416 Centre Street, Fernandina Beach, Florida on **Mondays and Fridays**. Judge Fahlgren holds Court at the **Robert M. Foster Justice Center** located at 76347 Veterans Way, Yulee, Florida 32097 **Tuesday through Thursday**. Mail and hand deliveries should be sent to Judge Fahlgren at the RMFJC in Yulee.

Appearing via Zoom for Family and Civil Matters: Pursuant to the local administrative order entered on June 15, 2021, effective June 21, 2021, the Nassau County Phase 2 Operational Plan has been rescinded. **In person court appearances are now permissible and facemasks are optional.** However, the parties may still appear via Zoom before Judge Fahlgren, so long as the parties agree and appropriate notice is given. **In fact, Zoom will be the default for scheduled hearings, unless the parties file notice with the Clerk of Court that at least one (1) party intends to appear in person at least three (3) business days before the hearing.** Said notice shall also be provided to the Court via email to at astrickland@coj.net, and to all other parties by email, if possible.

To appear by Zoom for a hearing before Judge Fahlgren, please use Judge Fahlgren's reoccurring meeting invitation copied below. Please name your Zoom profile accordingly so you can be easily identified by Judge Fahlgren. Anyone not speaking during a hearing should keep their microphone muted to avoid distracting background noise. **There is a separate invitation for felony court.** Any party or witness appearing by Zoom without the benefit of audio-visual communications shall be in the presence of a Notary Public/Classification Officer for the purposes of being sworn in. Any party or witness appearing by Zoom with the benefit of audio-visual communications should be prepared to display their driver's license or other identification card via video to the Court.

For Zoom hearings involving exhibits, proposed orders, or copies of cases cited, the parties are directed to send these to the Court's judicial assistant, astrickland@coj.net, via email at least three (3) business days in advance of the hearing with copies to all parties who have not been defaulted as it custom and required by the Rules. When the number of pages of the hearing materials exceed 50 pages, hard copies should be provided to the Court at least three (3) business days in advance of the hearing. All deliveries should be sent to Judge Fahlgren's attention at the Robert M. Foster Justice Center in Yulee.

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Judge Fahlgren's reoccurring Zoom meeting invitation for family and civil hearings:

<https://zoom.us/j/5789782431>

Meeting ID: 578 978 2431 Password: QjJ0nH

Password details: (Capital "Q" Lowercase "j" Capital "J" "Zero" Lowercase "n" Capital "H")

Dial by telephone: +1 470 381 2552 US (Atlanta)

Passcode: 706394

Find your local number: <https://zoom.us/u/awjlgoQL5>

Appearing via Zoom for Felony Court: Defendants must appear in person for felony hearings, unless given permission to appear via Zoom by the Judge's office. **There is a separate Zoom invitation hosted by the Nassau County Jail for first appearance** (<https://zoom.us/j/7245497784>). Participants shall name their Zoom profile with their legal names such that they can be easily identified. Defendants appearing remotely by video via Zoom planning to testify should be prepared to furnish the Court with a picture identification such as their driver's license via video. Defendants appearing before the Court without video via Zoom that intend to testify will likely need to be in the presence of a notary public for the purposes of being identified and sworn in.

Judge Fahlgren's reoccurring Zoom meeting invitation for felony court:

<https://zoom.us/j/99223604997>

Meeting ID: 992 2360 4997

Passcode: QjJ0nH

Passcode details: (Capital "Q" Lowercase "j" Capital "J" "Zero" Lowercase "n" Capital "H")

+1 470 381 2552 US (Atlanta)

Passcode: 880272

Find your local number: <https://zoom.us/u/acpGGH4mWy>

Courtesy Copies and Notices Of Hearings: There is no need for courtesy copies, with the exception of verified emergency motions, motions for rehearing, motions to disqualify/recuse trial judge, and memorandums

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of law, and any other filings governed by the applicable rules of procedure Please ensure originals are timely filed with the Clerk of Court. Notices of hearings should include the title, date of filing, and docket number for each motion or pleading noticed.

Emergency Motions: (1) Must be a genuine emergency; (2) must be filed with the Clerk of Court, [Rule 1.610 & 12.610(a)]; (3) If seeking ex parte (w/o notice of hearing) you must state an adequate reason why the other party should not be given notice; otherwise (4) due process requires proof of service on the other party; (5) verified/sworn by the movant & signed by counsel; (6) emergency motions must be emailed to the Judge's Judicial Assistant at astrickland@coj.net upon filing; (7) There shall be **no ex parte communicate concerning this request** and (8) after the Judge has reviewed the action, the Judicial Assistant will advise if the motion will be granted without a hearing or notice, denied, granted with a hearing on an emergency basis or for movant to schedule the matter on the next regular calendar date.

Exhibits: Exhibits should be Bate stamped, exchanged in advance of hearings, and emailed to the Judicial Assistant at least three (3) business days in advance of the hearing date with an exhibit list that references the Bates number for each exhibit. They should be sent as one PDF file, or as few PDFs as possible, include an index, and should be easily identified. Files containing more than five (5) exhibits should include a cover sheet before each exhibit. It is anticipated that those exhibits will be printed for the Court's review. However, it may be necessary for the Court to review them electronically only. If the total amount of pages exceeds 50, hard copies must be provided to the Court well in advance of the hearing.

Ex Parte: Involves only uncontested matters, properly noticed motions to withdraw, Motions to Set for Trial, and requests to schedule hearings in excess of one (1) hour in all matters with the exception of probate cases. Please refer to Div. B Ex-Parte Dates published separately. A copy of the notice of hearing and any other relevant documents/proposed orders should be emailed to the Court's Judicial Assistant upon filing, or at least three (3) business days prior to the scheduled date. Motions to set should be accompanied by a completed trial set memo. There are separate forms for civil and family cases. **Your case is not added to the ex-parte calendar until you receive email confirmation from the Judicial Assistant.** Prior to the hearing for the entry of an uncontested Final Judgment of Dissolution of Marriage, the movant should complete a checklist for consent final judgment. A copy of the form can be found on the above-referenced website. Please note that uncontested divorces may be scheduled for a time certain if the parties so desire in order to afford some privacy.

Motions For Rehearing, Reconsideration or For New Trial: Must be emailed to the Judicial Assistant upon filing. Please do not call the Judge's office to schedule a hearing on these types of motions. The Judge will

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review the motion and either issue an order, or the Judicial Assistant will contact the parties to schedule a hearing.

Proposed Orders:

1. When entitling proposed orders always designate the particular motion heard, such as “Order Denying Wife’s Motion to Dismiss” or “Order Granting Husband’s Motion for Contempt,” et cetera. Consent Orders should contain the word “Consent” or “Agreed” at the beginning of the caption. Amended orders should include a footnote detailing the reason(s) for the amendment.

2. Proposed orders arising from a hearing should then be submitted to the Court no sooner than forty-eight hours after the proposed order has been provided to opposing counsel, absent all parties approving of the form of the order. Proposed orders submitted to the Court shall be accompanied by a standard communication **advising the date of the hearing that gave rise to the proposed order, and the opposing party’s position with regard to the proposed order.** In the event the opposing party is not represented by counsel, same shall be stated in the accompanying communication.

3. It is the Court’s preference that proposed be **submitted via the e-portal.** Instructions on how to submit proposed orders via the e-portal and sample forms can be found at <https://www.jud4.org/Proposed-Orders-EFiling.aspx> Below is a brief example of what the Done and Ordered section of the proposed order should contain. It is important to note that the Judge’s electronic signature will take up four lines, so please format the order accordingly. Rather than inserting “CCCC” in place of the “copies to” section, please include the standard language in the “copies to” section. The email addresses listed there will be compared to the email addresses checked for service in the Court’s bench-viewer (ICMS). The correct mailing address for pro se’ parties that have not designated an email address should be included in the copies to section. Orders that are not properly formatted, or that do not have accurate “copies to” sections, will be rejected.

DONE AND ORDERED in Nassau County, Florida on DDDD.

JJJJ

Copies to:

John Smith, jsmith@email.com

Jane Smith, 123 Green Street, City, State Zip

4. It is preferred that **competing** proposed orders arising from matters heard by the Court be submitted by email to the Court’s Judicial Assistant, and that the proposed Order be in Word format. **The subject of the**

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email should contain the case number and last name of the parties, and describe the proposed order. The proposed order should be saved as follows:

Case Number (Short Case Style) Party Title of Proposed Order
17DR27 (Smith and Jones) Petitioner's Proposed Order Granting Motion to Compel

Whenever reasonably possible, competing orders should be created from the same Microsoft Word document as the opposing party's initial draft. The competing order shall highlight the requested revisions, and/or a comparison document shall be provided to the Court.

In the event that any interested party cannot be served through the Florida Court's E-Filing Portal, please send a blank stamped envelopes to reimburse the Court as the Court will mail conformed copies to third parties and pro se' litigants upon entry of the order.

7. The **DONE AND ORDERED** or **ORDERED AND ADJUDGED** (for Final Judgments) clause, along with the Court's signature line, should be on the same page. If the last page contains only the date line and/or Judge's signature line it must have the title of the order and the case number on it also.

9. Full names and complete addresses of counsel/parties to whom copies are to be provided, including email addresses for the service of pleadings, should be included on the last page ("copies to" section).

10. The signature line should be right justified, especially for orders submitted through the e-portal.

Proposed Orders Granting Motions To Withdraw: In addition to the standard language in a proposed Order Granting a Motion to Withdraw, counsel should include the following language, "All unrepresented parties shall be treated as reasonably competent counsel as required by Florida law, and are strongly encouraged to sign up for the e-portal at <https://www.myflcourtaccess.com/default.aspx> so as not to be disadvantaged relating to prompt notice of documents filed and hearings set," and "All unrepresented parties shall file a designation of email address with the Clerk of Court and register for email service with the Florida Court's E-filing Portal at www.myflcourtaccess.com forthwith, if they have not already done so. A sample designation of email address can be found at the link copied below. <https://www.flcourts.gov/Resources-Services/Office-of-Family-Courts/Family-Court-in-Florida/Family-Law-Forms/Current-Address-12.915-Form/Designation-of-Current-Address-and-E-mail-Address> " Counsel may also include language reminding the counsel that has withdrawn to remove themselves from the e-portal's service list. Instructions to do so can be found here, <https://www.clerk.org/pdf/RemovalOfEmailAddress-NoLongerAttyOnCase.pdf>. The copies to section should also include Family Court Services, attention Michele Johnson (emjohnson@coj.net)

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Scheduling Hearings:

The party requesting the hearing may email the Judicial Assistant, copy the other side, and provide the case number, case style, title of motions and the amount of time requested. The Judicial Assistant will reply to all with available hearing dates/times, but should not be copied as the parties discuss their availability. Once a collective preference is determined, the Judicial Assistant should be advised. **PLEASE NOTE:** Hearing dates/times provided are not held and may be given to others. Hearing dates/times are not secured until confirmation is sent from the Judge's office. It is best for the parties to have a first and second choice of the dates provided. Hearings may also be scheduled by contacting the Judicial Assistant by phone. Please be prepared to provide the case number, the name of the motion to be heard (must be filed prior to calling to set for hearing), and how much time is required for the hearing. Once a hearing has been confirmed, a notice of hearing should be filed that **includes the date of filing and docket number for each referenced motion/pleading**. Piggy backing on hearings is not allowed after they are set but related hearings must usually be scheduled together. **When cancelling a hearing, please file a Notice of Cancellation with the Clerk and provide a courtesy copy to the Court via email to the Judicial Assistant.** If the hearing is imminent, please call 904-548-4910 and leave a brief message. **Your hearing should not be considered cancelled until you receive confirmation from the Judicial Assistant.**

Setting a Case for Trial: Motions to Set for Trial and Motion to Set Hearings for greater than one (1) hour are heard during ex parte.

1. Family Law matters shall complete mediation (unless excused by the Court) prior to the scheduling of trial.
2. File a Motion to Set Case for Trial/Hearing.
3. Coordinate with opposing party or attorney to select an ex parte date which is convenient for all parties.
4. Serve the Notice of Hearing on all parties.
5. Complete the Trial Memorandum Form. The form is located on the above-referenced website, and is also available in the Judge's chambers. There are separate forms for civil and family cases.
6. The Court will prepare the trial order.
7. The Court e-files trial orders. Please provide self-addressed stamped envelopes for pro se' parties and any third parties that cannot be served through the e-portal. The Court does not provide envelopes and postage.

When a case **SETTLES** prior to the pre-trial or trial date, **PLEASE, IMMEDIATELY** contact the Judge's office via email to astrickland@coj.net so that the Court's trial calendar may be updated.

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When the parties agree that a civil trial should be continued, or the Court grants a motion for continuance, the parties may submit an agreed one-page proposed order granting the continuance with the new trial date or week and pre-trial conference date and time providing that all provisions of Court's previous trial order shall remain in full force and effect, or that the trial will be reset upon either party's Motion to Set. This should be emailed to astrickland@coj.net with a similar email to the other party.

Technology in Courtroom: The primary evidence presentation equipment available in the courtrooms of Nassau County consists of an Elmo projector and a personal computer with USB drives and disc drives. The personal computers are compatible with laptop computers that have HDMI outputs. Said equipment feeds into a sound system and screens throughout the courtroom. If you would like to schedule a time to test the system, or if you have any additional questions, please send an email to Michelle Watson at mmwatson@coj.net and copy the Court's Judicial Assistant.

Unavailability: Substitute Judicial Assistants are not available to cover this division during illness or vacation. When the Judicial Assistant for Division A is not present, leave a telephone message, and you will be contacted as soon as possible following the Judicial Assistant's return to the office. If you have an emergency matter please send an email to the Court's Judicial Assistant at astrickland@coj.net in addition to leaving a voicemail. The Judicial Assistant's auto-reply should provide instructions regarding her absence.

Voicemail: E-mail is the best form of communication with the judicial assistant. If you leave a voicemail, please include the case number, your name, phone number, and a message concerning your call. The Judicial Assistant receives voicemails as emails and returns messages as soon as possible.

Recommendations: If you have a recommendation as to amending or revising our division procedures, you may email the Court's Judicial Assistant.

FELONY

Please see separately published Nassau Division B Felony procedure at <https://www.jud4.org/Ex-Parte-Dates-Judge-s-Procedures/Nassau-Judges.aspx>

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FAMILY LAW

General Magistrate: All pro se' cases, including cases wherein just one (1) movant is pro se', shall be referred to the magistrate. For cases wherein both sides are represented, all requests for temporary needs shall be referred to the Magistrate. Sample orders of referral are published at the link referenced above. Michele Johnson, Family Court Services Case Manager, currently handles scheduling for Magistrate Wallace. She can be reached at 904-548-4908 or by email at emjohnson@coj.net

Putting Children First In Divorce Course: Administrative orders issued in the Fourth Judicial Circuit (Duval, Clay, and Nassau Counties) by the Chief Judge and the Standing Family Law Court Order require that parents who are parties to a dissolution of marriage action or a paternity action shall promptly complete a four-hour parenting course, such as the Putting Children First in Divorce Course (formally Children First in Divorce) offered by Hope Haven (<http://www.hope-haven.org/divorce-counseling/>), or a similar qualified program. In Nassau County, one of the approved providers of the similar qualified program, the Parent Education and Family Stabilization course, is Clearview Concepts. Clearview Concepts is located at 1411 S. 14th St., Fernandina Beach, Florida 32097, and may be contacted at 904-335-0333. Under some limited circumstances, the Court may approve an online parenting course such as the course offered at <https://www.onlineparentingprograms.com/>. Permission should be sought from the Court before taking an online course to fulfill the requirement to take a four-hour parenting course.

Mediation And Pre-Trial Conferences. Mediation should occur as soon as possible to minimize the expense and uncertainty of litigation. An exception to the general rule that a prompt mediation is useful involves matters in which a timesharing evaluator will likely be appointed. The Court prefers that mediation take place after a report is submitted by a timesharing evaluator. If a timesharing report is pending, the Court will not set the matter for trial. The Report on Mediation shall be prepared in accordance with Rule 12.740(f), Fla. Fam. L. R. P., and filed with the court prior to the Pre-Trial Conference. The requirement to mediate this case cannot be waived by agreement of the parties. Generally, parties must attend mediation prior to the scheduling of a matter for trial. Unless otherwise agreed upon by the parties or ordered by the Court, the parties shall be equally responsible for payment of all costs of mediation. For mediation scheduled with the Family Mediation Unit, the fee shall be paid to the Clerk of Court in full prior to the mediation.

Consent Judgments with Time Sharing Arrangements without a prior contested hearing on timesharing:

The Court typically ratifies time sharing arrangements agreed to between parties but is willing to reserve jurisdiction to revisit time sharing under the best interests of the children standard upon written request of either party. If the parties agree, the following language may be included in any proposed final judgment submitted to the Court with agreed to time sharing under circumstances where the parties have not used due process time on

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this issue previously. The Court ratifies the time-sharing arrangement agreed to between parties but reserves jurisdiction to revisit time sharing of the parties under the best interests of the children standard considering the factors set forth under Section 61.13(3) of the Florida Statutes, upon written request of either party.

Qualified Domestic Relations Orders: The Court will conduct hearings on Qualified Domestic Relations Orders, but it will allow submission of Qualified Domestic Relations Orders that have been consented to by both parties and pre-approved by the relevant plan or documentation is filed with the Court that pre-approval is not an option. It is preferred that proof of preapproval be provided to the Court at the time of submission of consented to QDROs. Proposed consented to QDROs should be submitted to the Court by mail with copies and envelopes, along with a copy of the supporting order or judgment.

Default Final Hearings: Default Final Hearings should be coordinated with the Court's Judicial Assistant on the Court's regular calendar. Default Final Hearings will not be heard during ex parte. The party seeking the default judgment should bring proof of service or diligent search to the hearing. The Court will enter an Order Setting Trial and serve the order on all parties, even those parties in Default for matters involving unliquidated damages and/or child support and timesharing, as required by Rule 12.440, Florida Family Law Rules of Procedure.

Service By Publication: Cases wherein the Respondent has been served by publication should include a diligent search affidavit with proof of searches with the entities listed below, when possible.

- United States Postal Service
- Internet Search
- Department of Motor Vehicles
- Department of Corrections
- Letters to Armed Forces of the United States
- Nassau Tax Collector

Adoptions: Petitioners in relative adoption cases are required to set forth in the petition any prior criminal arrests or domestic violence actions to which they have been a party. The Court does not hear adoption matters during ex-parte. Those matters may be coordinated with the Court's Judicial Assistant. It is not necessary that children attend final hearings, but they are certainly welcome. The Court will allow pictures to be taken if the parties so desire.

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Our Family Wizard: Parties with minor children in common that are having a difficult time communicating successfully are encouraged to use the application Our Family Wizard and to submit a proposed order requiring the use of this application. A sample order can be found at the above-referenced website with Division B's other published materials.

Income Withholding Orders and Orders Requiring Support to be Paid Through The State Of Florida

Disbursement Unit: Please be advised that the federal government, specifically sections 466(a)(1), (a)(8) and 466 (b)(6)(A)(ii) of the Social Security Act, requires that states use the federally approved Income Withholding Order (IWO) for the deduction of child support. Hereafter, in order to facilitate income garnishment of support under State law, instead of submitting the previously used form "Income Deduction Order," federal law mandates that parties now submit the OMB approved Income Withholding Order with the Florida Addendum Form 12.996(d) to the court for signature. The Florida Addendum must be used where allocated child support for multiple children has been awarded. Federal law prohibits the OMB approved IWO form from being revised to include additional information.

Florida Family Law Rule of Procedure 12.015 was amended to add this new form to the list of the forms contained therein. The Florida Supreme Court has also adopted Florida Family Law Rules of Procedure Form 12.996(d) (Florida Addendum to Income Withholding Order). This Florida Addendum form is necessary and must be filed with the OMB approved IWO form in order to provide provisions required for income deduction orders pursuant to Florida law. The form may be accessed and downloaded from the Florida State Court's website at <https://www.flcourts.gov/Resources-Services/Office-of-Family-Courts/Family-Court-in-Florida/Family-Law-Forms/Income-Deduction-Order-12.996-Forms-A-C/Federal-Income-Withholding-Order-IWO-Fillable-Form>

If the new order does not get utilized, the employer, as required by federal law, will reject and send the order back to the court/sender and will not take out the appropriate child support dollars from the employee's pay until they receive the proper order. This may delay child support payment and enforcement efforts.

Attorneys are cautioned to affix to the IWO the style affixed to all other pleadings in the case at issue, reflecting case number, division, and the parties' names.

If an order requires support to be paid through the State of Florida Disbursement Unit, it is only necessary to provide a conformed copy of the order to the Domestic Relations Depository, which can be delivered via inter-office mail c/o the Civil Department of the Nassau Clerk's Office. It is not necessary to provide a copy of the order to the State of Florida Disbursement Unit. The Domestic Relations Depository creates and maintains all accounts regarding support paid through the State of Florida Disbursement Unit. The State of Florida

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Disbursement Until only receives and disburses money.

Pursuant to Florida Statute Section 61.181, the State of Florida Disbursement Unit imposes and collects a fee on each payment made for receiving, recording, reporting, disbursing, monitoring, or handling alimony or child support payments. **This fee is withheld by the State even if the IWO doesn't specify or include the fee in the amount to be deducted. Nonpayment of this fee will result in a delinquency in the support obligation.**

Please refer below for an example of how to include the SDU's fee.

ORDER INFORMATION: This document is based on the support or withholding order from FLORIDA (State/Tribe).

You are required by law to deduct these amounts from the employee/obligor's income until further notice.

\$800.00 _____ Per month _____ current child support
\$ _____ Per _____ past-due child support - **Arrears greater than 12 weeks?** Yes No
\$ _____ Per _____ current cash medical support
\$ _____ Per _____ past-due cash medical support
\$ _____ Per _____ current spousal support
\$ _____ Per _____ past-due spousal support
\$ 5.25 _____ Per payment other (must specify) **SDU fees 4% but not less than \$1.00 nor greater than \$5.25.**
for a **Total Amount to Withhold** of \$ _____ per _____.

AMOUNTS TO WITHHOLD: You do not have to vary your pay cycle to be in compliance with the *Order Information*.

If your pay cycle does not match the ordered payment cycle, withhold one of the following amounts:

\$189.86 _____ per weekly pay period \$ 405.25 _____ per semimonthly pay period (twice a month)

\$374.48 _____ per biweekly pay period (every two weeks) \$ 805.25 _____ per monthly pay period

\$ _____ **Lump Sum Payment:** Do not stop any existing IWO unless you receive a termination order.

INTERPRETERS: The Court will provide interpreters for matters wherein the requesting party is indigent or for matters wherein there are minor children subject to the action. Attorneys that represent parties who will need the Court to provide an interpreter should notify the Court's Judicial Assistant of the need for same at the time the hearing is scheduled.

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PROBATE/GUARDIANSHIP/MAGISTRATE MATTERS

Effective, January 2, 2020, all probate matters will be covered by Senior Judge Robert M. Foster. Effective January 2, 2024, the Magistrate will assist with family law matters. Each Judicial Assistant will continue to process the receipt of proposed and executed orders, and scheduling matters for their respective division. It is the Court's preference that proposed orders be submitted via the e-portal. Instructions on how to submit proposed orders via the e-portal can be found at <https://www.jud4.org/Proposed-Orders-EFiling.aspx> In the event that any interested party cannot be served through the Florida Court's E-Filing Portal, please send a blank stamped envelopes to reimburse the Court as the Court will mail conformed copies to third parties and pro se' litigants upon entry of the order Motions to withdraw should be set for a time certain. Hearing dates and additional procedures for Probate/Guardianship matters can be found at <https://www.jud4.org/Ex-Parte-Dates-Judge-s-Procedures/Nassau-Judges.aspx> Please ensure that you have coordinated and confirmed your hearing date before any notice of hearing is filed and served on the parties.