



CIRCUIT COURT

**SECOND AMENDED NOTICE REGARDING TEMPORARY PROCEDURES IN
DIVISION DV-A, FOURTH JUDICIAL CIRCUIT, DUVAL COUNTY, FLORIDA**

May 6, 2020

**THERE WILL BE NO IN-PERSON HEARINGS FOR DV-A UNTIL FURTHER
NOTICE. ALL HEARINGS SHALL BE CONDUCTED BY VIDEO OR TELEPHONIC
APPEARANCE ON ZOOM: HTTP://WWW.ZOOM.COM <https://zoom.us/j/6856805439>**

Those without access to the internet may call either of the following numbers:
1-253-215-8782 OR 1-301-715-8592

The Governor of Florida has declared a state of emergency exists. The Surgeon General and State Health Officer has declared a public health emergency exists, and mitigating the effects of COVID-19 is a high priority in the Florida State Courts System. Based on this public health emergency, the Court finds good cause to temporarily suspend some procedural requirements that could hinder efforts to mitigate the effects of COVID-19 on the courts, court participants, and all the people of Florida.

In compliance with Administrative Order AOSC20-13 issued by the Supreme Court of Florida, until further order of the Court, the following Temporary Procedures for DV-A, Domestic Violence and Injunctions, are implemented to facilitate “social distancing” and to reduce person-to-person exposure and transmission of COVID-19.

1. **CORRESPONDENCE:** Judicial and court staff may be working remotely, so email is the preferred method of correspondence. Instead of calling the office, please email all requests for hearing time or other requests to Judicial Assistant Javier Grant at JavierG@coj.net
2. **PETITIONS FOR INJUNCTIONS:** The Clerk’s Office will continue to accept petitions for injunctions for protection and will implement procedures to limit person-to-person contact during the application process. Until completion of the imminent public health emergency, hearings on cases not identified as “**Priority Hearings**” (defined herein), will be scheduled within four (4) weeks of issuance of the temporary injunction, instead of the normal requirement of scheduling hearings within 15 days. The Clerk of Court will assign the hearing dates and include the hearing dates in the Temporary Order or the Notice of Hearing.

3. **EMAIL ADDRESS REQUIRED:** All parties and his/her counsel shall provide the DV Clerk of Court with a valid email address to facilitate delivery of correspondence and to facilitate receipt of login information for future video/phone conferencing appearance. Email information must be provided by calling 904-255-2210 or sending an email to Ashley.Mathews@DuvalClerk.com
4. **HEARING SCHEDULE:** Due to the public health emergency, and good cause found by the Court, all cases where a temporary injunction for protection was issued, except those listed below as **Priority Hearings**, will be scheduled for a hearing within 60 days from the date the temporary injunction is issued instead of the normal requirement that hearings be scheduled within 15 days, and the temporary injunction will remain in full force and effect during any period of extension assigned by the Clerk of Court. Hearing dates are assigned by the Clerk of Court and will be included in the Temporary Injunction, Order, or Notice of Hearing.
5. **PRIORITY HEARINGS:** In compliance with 741.30 (5)(c), cases where a temporary injunction for protection against domestic violence is issued and the temporary injunction **either limits timesharing between a parent and his or her minor child and/or awards exclusive use of a previously shared residence to one of the parties**, a hearing must be conducted within 15 days; these Priority Hearings shall be heard by the Court as scheduled by the Clerk unless a continuance is granted as set out hereinafter. Until further notice, there shall be no in-person hearings conducted and all hearings shall be conducted by video or phone conferencing through Zoom.
6. **REQUESTED CONTINUANCES:**
 - a. **RESPONDENT REQUEST:** Any Motion for Continuance **filed by a Respondent against whom a temporary injunction for protection has been issued** shall be granted by the Clerk of Court, and the temporary injunction shall be extended until the next court date based on good cause established by the current public health emergency.
 - b. **PETITIONER REQUEST:** Any Motion for Continuance **filed by any Petitioner wherein a temporary injunction for protection was issued** may be granted by the Clerk of Court if the case is not a priority hearing or if it is a priority hearing and RESPONDENT CONSENTS to the continuance. The parties shall be informed the temporary injunction for protection shall remain in place.
7. **VIDEO/PHONE CONFERENCING:** All hearings shall be conducted remotely through Zoom at the website: [HTTP://WWW.ZOOM.COM](http://WWW.ZOOM.COM) <https://zoom.us/j/6856805439>. Individuals without access to the internet may call either of the following numbers: 1-253-215-8782 OR 1-301-715-8592. There shall be no in-person hearings in the Duval

County Courthouse until further notice. The Clerk of Court shall send the Order Mandating Appearance Via Zoom to the Sheriff to serve along with any Temporary Injunction, and the Clerk shall mail the Order to the parties for hearings previously scheduled. The Clerk may provide the Order or notice to Petitioners by email.

- a. Parties appearing through video shall have his or her driver's license or photo identification with them in order for the Court to confirm identity and issue an oath.**
 - b. Any Respondent who fails to reach the Court may be subject to a Final Injunction for Protection being issued.**
 - c. Any Petitioner who fails to reach the Court may be subject to the dismissal of the temporary injunction based on his or her failure to appear.**
- 8. EVIDENCE FOR VIDEO/PHONE APPEARANCE:** Any party not represented by an attorney seeking to introduce evidence in a hearing shall mail it to Domestic Violence Clerk, 501 West Adams Street, Jacksonville FL 32202 or drop it off at least 72 hours before the hearing. Alternatively, you may email **no more than 5 pages of evidence** to Ashley.Mathews@DuvalClerk.com or Javier Grant at JavierG@coj.net at least seventy-two (72) hours in advance of the hearing. Each file must be named with the case number, the last name of the party sending the evidence, and a description of the item (example: 2020DR123-JONES-TEXTJune7). When the parties are pro se, the Clerk or Judicial Assistant will email the evidence to the opposing party if an email address has been provided to the Clerk. If both parties are represented by an attorney, the attorneys shall be responsible for exchanging evidence in advance of the hearing and sending copies to the Court. In addition to sending video evidence in email, an additional copy of the video must be saved to an external device and mailed to the Clerk prior to the hearing.

These temporary procedures may be revised or modified to ensure the health and safety of the public while also ensuring the fair and efficient administration of justice for all cases involving allegations of potential violence.

Maureen T. Horkan
Circuit Judge, DV-A