

# COVID-19 UPDATE TO PRACTICE PREFERENCES

## HEARINGS & TRIALS:

- a. If you need to obtain hearing dates and times, please contact the Judicial Assistant at [crfame1@jud6.org](mailto:crfame1@jud6.org)
- b. We are continuing to conduct ALL hearings and trials. With the exception of domestic violence return hearings, all hearings and trials will be conducted by Zoom (audio/video) or telephone at this time. Per Florida Supreme Court Order, there will be no in-person hearings, with the exception of domestic violence return hearings. Please contact Judge Polk's Judicial Assistant at 352-518-4030 to request hearing times. To attend a Zoom hearing, please refer to the invitation and/or Notice email you receive for directions. You may attend a Zoom hearing by audio/video or by simply calling the Zoom telephone number from your telephone. All persons wishing to attend a telephone only hearing, this includes court reporters and witnesses, will be noticed of a telephonic hearing instructing them to call the hearing line at (352) 559-5207. When you connect by telephone to the hearing line, you will experience silence until the Judge opens the hearing line.

If the case settles, please **email** the Judicial Assistant to cancel any hearings or trials that may be scheduled by emailing [crfame1@jud6.org](mailto:crfame1@jud6.org).

- c. All evidence, orders, judgments and other documents you wish to use or have entered at a hearing or trial should be submitted at least five (5) days in advance to the Court ([crfame1@jud6.org](mailto:crfame1@jud6.org)) and opposing counsel/party by email with each individual pre-marked Exhibit in a separate pdf file. All documents must be provided to the Court and opposing counsel in the exact same form. All evidence must be provided to all witnesses in advance in the same format as provided to the Court and opposing counsel. See attached example.



Exhibit example  
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- c. Hard copy pre-marked Exhibits may only be submitted with prior approval of the Court, and must be pre-marked, and indexed in a binder if voluminous, and provided to the Judge's office by mail or hand delivery at least five (5) days prior to your hearing or trial **AND** by the MONDAY PRIOR to the hearing or trial.
- d. If you have a hearing or trial set which you do not believe can be conducted by Zoom or telephone, first consult with opposing counsel/party and determine if there an agreement to reschedule your hearing or trial for a later date. If there is an agreement to reschedule, you may submit a joint Motion and agreed order. If

there is not an agreement to reschedule, then you must file a Motion to Continue and set the Motion for hearing. All requests to reschedule hearings and trials, without or without an agreement, are considered on a case by case basis.

- e. The Court will swear witnesses in over Zoom or the telephone, a Notary is not required to be with the witness (Florida Supreme Court Administrative Order No. AOSC20-16).

### **DOMESTIC VIOLENCE RETRUN HEARINGS:**

Domestic Violence return hearings will continue to be conducted in-person. We are taking special precautions to keep everyone separated in order to minimize personal contact as much as possible. If the parties agree to conduct their return hearing by telephone, please notify the Court by email at [crfame1@jud6.org](mailto:crfame1@jud6.org) and we will convert your hearing to a telephone hearing. If the parties agree to reschedule their return hearing for a later date, please notify the Court (preferably by email at [crfame1@jud6.org](mailto:crfame1@jud6.org)

### **ORDERS & JUDGMENTS:**

All Orders and Judgments must be submitted in pdf format with a cover letter through JAWS. Whomever is submitting the order shall include all email addresses for service of conformed copies. If a party does not have an email address, then their mailing address should be included in the service section of the Order and the party that submitted the order shall mail them their copy. They must also be formatted as shown in the attached. **DO NOT** submit orders prior to the hearing.



JAWS ORDER  
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### **MEDIATION:**

Mediation may be conducted by audio and/or video technology methods. No one is required to participate in an in-person mediation. However, per Sixth Judicial Circuit Administrative Order, parties are still required to mediate their case.

**PARENTING CLASS:**

Effective immediately, any and all persons required to take a 4-hour parent education and family stabilization course pursuant to § 61.21, Fla. Stat., may attend the parenting class online or via distance learning without need of any motion seeking, or order granting, permission to do so.

**NOTARIZING DOCUMENTS:**

The Florida Supreme Court has ordered that all family law filings requiring a Notarized signature do not need to be Notarized provided they are verified by a signature and the following statement “Under penalties of perjury, I declare that I have read the foregoing \_\_ (document title) \_ and that the facts stated in it are true.” See Florida Statutes §92.525(2). This exception does not apply for any documents which would require a Notary in order to transfer interests in certain property, i.e. a document is transferring ownership of real property.