



CIRCUIT COURT
FOURTH JUDICIAL CIRCUIT OF FLORIDA

HONORABLE STEVEN FAHLGREN
Circuit Judge

NASSAU COUNTY COURTHOUSE
Robert M. Foster Justice Center

March 31, 2020

TO: The Honorable Mark H. Mahon, Chief Judge, Fourth Judicial Circuit
The Honorable James Daniel, Nassau County Administrative Judge
The Honorable Wesley R. Poole, County Court Judge
The Honorable John A. Crawford, Clerk of Court
Sgt. Ken Davis, Nassau County Courthouse Bailiff
Nassau County Bar Association

FROM: The Honorable Steven Fahlgren, Circuit Judge

RE: Nassau Court Procedures for Foreclosure Cases

Please see attached procedures.

EFFECTIVE 3/31/2020

NOTICE REGARDING FORECLOSURE COURT PROCEDURES IN NASSAU COUNTY, FLORIDA

In response to the current emergency brought on by the COVID-19 virus, the following procedures shall remain in place until further notice of this court:

1. Administrative Order No. 2020-1 has directed that all civil division (CA case numbers) be conducted either by telephonic means or video conference utilizing the Zoom Application, Skype, etc. in an attempt to contain the spread of the coronavirus. Civil matters include foreclosure matters. It is the desire of the Court to provide maximum services to the parties during this time while complying with all directives of the Supreme Court, the Chief Judge of the Fourth Judicial Circuit, the Administrative Judge of Nassau County, as well as federal, state and local authorities.

2. The Court prefers using the Zoom application because numerous individuals can remote into the hearing and await their turn for their case to be called. For instructions how to sign up for Zoom, please visit <https://zoom.us/resources>. Please note that if you are intending to join by a tablet or smart phone, it is usually easier to download the Zoom Application before clicking on the link. There is no fee to join a meeting hosted by someone else. The Court will be hosting the meetings. Using the Zoom™ application allows for multiple parties to appear remotely and await their case being called. Therefore, it will not be necessary for the parties to coordinate with the judicial assistant or clerk if they are logged into Zoom on or before the start of the hearing.

3. It is anticipated that each case will be called as if the parties were present in the hearing room. It is the responsibility of all counsel to obtain the link to participate in any Zoom application session. The initial link shall be <https://zoom.us/j/383599807?pwd=MmRDbzFvc0RQenFGQUxFR20vaHpTZz09> If the Court sends an invite to a different zoom session, the parties shall utilize the link in the invitation.

4. For those who need to appear by a device that does not have the Zoom Application, there are additional means of accessing the hearing as follows:

Meeting ID: 383 599 807

Password: 900183

One tap mobile

+19292056099,,383599807# US (New York)

+13126266799,,383599807# US (Chicago)

Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

Meeting ID: 383 599 807

Find your local number: <https://zoom.us/j/383599807>

Join by SIP

383599807@zoomcrc.com

5. In extraordinary circumstances when the Zoom Application is unavailable, a party may attend the foreclosure hearing by making arrangements at least 24 hours before the scheduled hearing to call 904-548-4940. If the party anticipates testifying by telephone, that party should have a notary public present with him.

6. If counsel believes an in-person hearing is required, counsel must contact the presiding judge's office and request it, in writing with copy to opposing counsel. Permission will not routinely be granted, but for any in-person hearing, all procedures recommended by the CDC will strictly be followed.

7. The parties are directed to send in pre-marked exhibits and case management memos and proposed judgments or other documents to the Court's judicial assistant, astrickland@nassauclerk.com, in advance of the hearing. These should be copied to all parties who have not been defaulted as it custom and required by the rules. Of course, plaintiff's counsel should also furnish sufficient self-addressed stamped envelopes to the Court for service of any orders, etc.

8. Individuals who are not an attorney and represent themselves are **strongly encouraged** to sign up for the e-portal to avoid delays in receiving documents. For instructions on how to do so, please check the following link,

<https://www.myflcourtagency.com/authority/trainingvideos.html>.

9. Plaintiff's counsel shall provide a copy of this memorandum to all parties who have not been defaulted and who are not enrolled in the Court's e-portal, and shall file a certificate of service forthwith. This Administrative Order should be served with any CMC Memo/Order.