

**IN THE CIRCUIT COURT, 4<sup>TH</sup> JUDICIAL CIRCUIT,**  
**IN AND FOR DUVAL COUNTY, FLORIDA**

**FORECLOSURE DIVISION ADMINISTRATIVE ORDER NO. 8**

This Order is entered on the Court's own Motion, recognizing that things are constantly changing. Any comments or suggestions directed toward operational effectiveness are greatly appreciated.

Procedures to be followed going forward are as follows:

1. Courtrooms 509 and 510, Duval County Courthouse, shall be the venues for all such hearings.
2. For at least the next few months, the Clerk of Court shall post all such hearings and pertinent information related thereto at the public section of the Duval Clerk's website, **duvalclerk.com**. The information will be available to anyone interested and will be in searchable .pdf format with case number as well as next court date.
3. If they have not already done so, Plaintiffs must immediately re-notice said hearings to all party-Defendants attaching thereto the COVID Addendum pertaining to access and virtual attendance at the hearing.
4. **Procedures for All Hearings:** All foreclosure matters will proceed virtually using the www.zoom.us platform. Interested parties/persons may appear by video/audio or audio only, at their choice.
5. **Procedures for Case Management Hearings:** No less than three (3) business days before any scheduled hearing, the Plaintiff shall email to the Foreclosure Division a copy of the Case Management Order filled out to the extent that counsel is capable of doing so. The cover email should include the date and courtroom to which the proposed CMC order pertains. For the time being, the email address is [lbatten@coj.net](mailto:lbatten@coj.net). The Court will be responsible for that proposed order being in the courtroom when needed.

All actions taken by the Court at the CMC shall be recorded thereon. The Court will efile the Order and Memo for subsequent email or other distribution by either the Clerk or the Plaintiff. Where appropriate, the Plaintiff will also provide a copy of the COVID Addendum with the Case Management Order to be distributed.

A copy of the Order and Memo and COVID Addendum is attached hereto for duplicating and use.

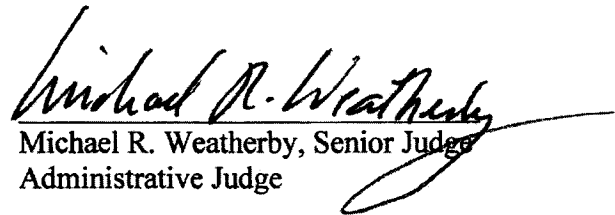
6. **Procedures for Trials or other Final Hearings:** No less than three (3) business days before the trial or other final hearing, any exhibits or other pertinent documents shall be emailed to the Foreclosure Division at [lbatten@coj.net](mailto:lbatten@coj.net). The Original Note and Mortgage and any other documents establishing standing or ownership shall be physically filed with

the Clerk, as well. The party offering the exhibit/document shall ensure that any interested party/person who does not have email access will receive copies by US mail or other delivery service at least three (3) business days before the hearing.

The Court will efile the completed judgements or orders for subsequent email or other distribution by the Clerk, the Plaintiff, or other moving party (as may be appropriate).

7. **Plaintiffs** will continue to be responsible for ensuring that copies of notices, Case Management Orders, and COVID Addendums (where appropriate) are mailed or otherwise delivered to those interested participants without current email addresses.

**DONE AND ORDERED** in chambers in Jacksonville, Duval County, Florida this 19 day of October, 2020.

  
Michael R. Weatherby, Senior Judge  
Administrative Judge

**FORECLOSURE CASE MANAGEMENT CONFERENCE**

**ORDER AND MEMO**

Div.: \_\_\_\_\_

CASE NO. \_\_\_\_\_ DATE \_\_\_\_\_ COURTROOM \_\_\_\_\_

\_\_\_\_\_  
Plaintiff v Primary Defendant

Plaintiff's Law Firm \_\_\_\_\_ E-Mail \_\_\_\_\_

Defendant's Firm (if any) \_\_\_\_\_ E-Mail \_\_\_\_\_

Primary Defendant(s) Served on: \_\_\_\_\_ Defendant: Default \_\_\_\_\_ Response \_\_\_\_\_

Primary Defendant's E-Mail (?) \_\_\_\_\_

Secondary Defendant(s): \_\_\_\_\_

\*\*\*REVERSE MORTGAGE? No \_\_\_ Yes \_\_\_ : Death \_\_\_ Taxes/Ins. \_\_\_ Non-Res. for 12 months \_\_\_

AAL/GAL: \_\_\_\_\_

**{BELOW IS FOR COURT USE ONLY}**

DEADLINE FOR FILING: Motions \_\_\_\_\_ Discovery \_\_\_\_\_

HEARING ON MOTIONS \_\_\_\_\_ TIME \_\_\_\_\_ am / pm COURTROOM \_\_\_\_\_

PENDING MOTIONS: \_\_\_\_\_

CMC/ PRE-TRIAL HEARING \_\_\_\_\_ TIME \_\_\_\_\_ am / pm COURTROOM \_\_\_\_\_

INSTRUCTION: \_\_\_\_\_

MSJ \_\_\_\_\_ TIME \_\_\_\_\_ am / pm COURTROOM \_\_\_\_\_

NJT \_\_\_\_\_ TIME \_\_\_\_\_ am / pm COURTROOM \_\_\_\_\_

REMARKS: \_\_\_\_\_

DONE AND ORDERED, at Jacksonville, Duval County, Florida, this \_\_\_\_\_ day of

\_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Presiding Judge

## Addendum

**Due to COVID guidelines, ALL hearings will be conducted remotely using telephonic or other electronic means, with no in-person appearances by parties, witnesses, court reporters, or any other individuals. \*\*See below for remote hearing instructions.**

**If you wish to be included in the telephone hearing on your case of interest, follow instructions. Once connected, you will wait to participate until your case of interest is called, just as if you are sitting in the courtroom. Please be appropriately attired if you are appearing by video. Please ensure that children cannot disrupt this formal hearing.**

### CALL-IN INSTRUCTIONS TO FORECLOSURE HEARING:

**\*\* Call Number: 1-888-788-0099 (toll free) (audio appearance only)**

**\*\* If your hearing is in Courtroom 509, please enter Meeting ID: 601-181-8697**

**\*\* If your hearing is in Courtroom 510, please enter Meeting ID: 908-706-6187**

Platform: Zoom: [www.zoom.us](http://www.zoom.us)

**ONCE YOU ARE CONNECTED, PLEASE WAIT PATIENTLY UNTIL THE CASE OF YOUR INTEREST IS CALLED.**

**PRESENTATION OF EVIDENCE:** If you intend to present any evidence or documents to the Court, they must be emailed to the Foreclosure Division at [lbatten@coj.net](mailto:lbatten@coj.net) at least **three (3) business days** before the hearing, with copies also sent to all other parties. If the sender or the recipient do not have email capabilities, then copies will be physically delivered (USPS or other) at least **three (3) business days** before the hearing.

**APPEARANCE OF WITNESSES, PARTIES, REPORTERS:** Parties are responsible for sharing the remote hearing information with any interested persons. Parties are responsible for arranging the appearance/participation of any witnesses. The court does not have the ability to call parties or witnesses to include them in the hearing. Parties desiring a court reporter are responsible for arranging the participation of the reporter.