

LOCAL RULE 04 | SPECIAL SET HEARING MATERIALS

All hearings shall be in person but until further notice Zoom shall be available for motion calendar, calendar calls, case management conference and emergency matters.

Zoom is not available for trials or special set hearings unless approved by the court.

- May be uploaded electronically through CMS.
- Prior to an Evidentiary Hearing all counsel/self represented parties must meet and confer (telephonically, email, or videoconference) to discuss stipulations regarding authenticity and admissibility of exhibits.

At least Two (2) days prior to an evidentiary hearing, counsel(s) shall file all evidence to be introduced. The exhibits should be pre-marked or bates stamped with an index. Counsel(s)/parties SHALL make every effort to file a Joint Index with exhibits.

FOR ALL EVIDENTIARY HEARINGS/TRIALS, PLEASE REVIEW AO 2020-42-GEN ADMINISTRATIVE [ORDER HERE](#).

Please see: [Supporting Documents Training Guide](#)

Please Note: **DO NOT** Send Hard Copies of Motions or Materials for UMC, Case Management Hearings or Special Set Hearing. **ALL** paperwork needs to be uploaded electronically through CMS, no paperwork should be **DROPPED OFF** in front of the Courthouse.

If you encounter technical difficulties submitting an order or uploading documents to CMS, please send an e-mail to calendar@17th.flcourts.org for further assistance.

For Hearings Requiring Court Reporters:

Parties who desire a Court Reporter will make the necessary arrangements with the Court Reporter. IN PERSON APPEARANCE at special set hearings.

- The Court Reporter will announce their presence.
- Any witness(es) or interpreter will announce their presence, the attorneys must ensure a person authorized to give oaths is present.
- See [Supreme Court of Florida, Administrative Order No. AOSC20-16](#).



**ANNOUNCEMENT DIRECTED TO ALL PERSONS APPEARING BY TELEPHONE OR
VIDEO CONFERENCE:**

In times like these the need for professionalism is even more paramount. Many of us are experiencing multi-party telephonic and video hearings for the first time.

PLEASE:

- 1) Be considerate and let others finish making their arguments/thoughts without interruption before responding.
- 2) State your name when you begin to speak, especially in multi-party hearings and when a court reporter is in attendance.
- 3) Please be patient, the Court is attending to multiple matters at the same time.
- 4) Mute your phone and please be mindful of background noise when you are not speaking.
- 5) When attending hearings via ZOOM, please remember that you are on camera and everyone involved can see you. If you do not want to be seen you can click on the icon to just attend via audio.
- 6) The Zoom proceedings are not being recorded, if you want a record you need to hire a court reporter, this Court has not authorized anyone to record the Zoom Proceeding absent a court reporter. BE ADVISED THAT ANY RECORDING WITHOUT THE COURT'S APPROVAL AND CONSENT may be considered a 3rd Degree Felony and the matter may be referred to the Broward County State Attorney's Office.

