

**Procedures for Remote Appearance during Limited Courthouse Access
Judge John E. Jordan - Juvenile Justice Center
Circuit Civil Division 43 – Business Court only**

These procedures are in effect for all hearings noticed on or after June 29, 2020, during the limited closure of the Juvenile Justice Center.

All proceedings in Division 43 will be heard either telephonic conference or by Zoom. No parties/attorneys/court reporters will be allowed to attend in person.

Short Matters Procedure:

(Monday thru Thursday at 8:30 unless otherwise noted on JACS):

Short matters will be heard with the parties/attorneys/court reporters appearing via telephone conference call. The already conferenced parties, shall call the Judicial Assistant at 407-836-9583 to be transferred to the Judge for the hearing. A courtesy copy of the motion, notice of hearing (with call-in number), and proposed order (with addressed, stamped envelopes for non-e-filing parties) must be provided to the judge at least 5 business days before the hearing.

Docketed Hearing Procedures:

(Hearings set at 9:30 am or after):

Participants shall appear remotely for docketed, non-evidentiary hearings without motion or order. Courtesy copies are still required at least 5 business days before the hearing and should be provided in hard copy. The conference call number and code or Zoom link shall be provided in the notice of hearing.

Telephone Conference Call Option:

Conference call number: **(407)836-5646 or (800)346-8020; Participant code:**

846381#. At the time of the hearing, the parties/attorneys/court reporter should call the above number to join the conference.

Conference Call Notes:

- You will be entering a virtual “room” with other participants. There will be others on this conference call.*
- Please mute your telephone until your case is called.*

Zoom Conference Option:

When scheduling the hearing, the attorney noticing the hearing should contact the judicial assistant by email at 43orange@ninthcircuit.org copying all other attorneys/parties and provide e-mail addresses of all who will be attending the hearing as well as the Court Reporter, if any. The judicial assistant will send a link or invitation with a link to the Zoom conference. Five minutes before the hearing, all participants should connect to the Zoom conference. At the time of the hearing, the judge will connect to the Zoom conference.

Evidentiary hearings:

Please notify the JA at the time of scheduling the hearing that the hearing will be evidentiary. Notice of Hearing must state it is an Evidentiary Hearing. Scheduled evidentiary hearings will need all documents intended to be admitted into evidence to be pre-marked and/or Bates stamped and provided in hard copy to chambers at least five (5) days before the hearing. Contact the Clerk’s Office for evidence tags. Attorneys should arrange for the swearing of remote witnesses with the court reporter hired to attend the hearing.