
Administrative Memorandum

TO: Circuit Family Division Judges

FROM: Samantha Ruiz Cohen
Administrative Judge, Circuit Family Division

DATE: April 10, 2023

RE: Circuit Family Division Covid-19 Amended Operations Plan Effective 4/10/2023 pursuant to AO #21-A1 and SC21-990



In accordance with Administrative Order #21-11 A1, In Re: Modification of Covid-19 Health and Safety Protocols and Division Operations Plans, issued by Chief Judge Sayfie on July 28, 2021 and SC21-990, In Re: Amendments to Florida Rules of Civil Procedure, Florida Rules of General Practice and Judicial Administration, Florida Rules of Criminal Procedure, Florida Probate Rules, Florida Rules of Traffic Court, Florida Small Claims Rules, and Florida Rules of Appellate Procedure, issued July 14, 2022, the Circuit Family Division's Operations Plan for conducting remote and in-person court proceedings, issued pursuant to preceding Administrative Order #21-11, Appendix G, In Re: Covid-19 Health and Safety Protocols and Operational Measures, is hereby amended as reflected in the attached, and shall remain in full force and effect until further notice.

cc: Honorable Nushin Sayfie, Chief Judge
Deirdre Dunham, Trial Court Administrator
Mary Woolley-Larrea, Court Operations Director
Lisette Sanabria Dede, Circuit Family Division Director

Revised: 04/10/2023

Appendix G
AMENDED – Family Division Operations Plan
Effective April 10, 2023

EVENT	DURATION	ZOOM	IN-PERSON
MOTION CALENDAR	5 minutes	Only Hearing Procedure	No option. For In-Person Hearing Party must seek special set hearing.
NON-EVIDENTIARY SPECIAL SET	30 minutes or less Examples: Complex Motion to Dismiss; Extensive Discovery Motions; Complex Motion for Protective Order	Presumed Hearing Procedure * the Court is required to grant a motion to use communication technology for non-evidentiary proceedings scheduled for 30 minutes or less absent good cause to deny it. (SC21-990)	A party may file an objection in writing within 10 days or within a period directed by the Court. The decision to authorize the use of communication technology over objection shall be in the discretion of the court official. (SC21-990)
NON-EVIDENTIARY SPECIAL SET	Longer than 30 minutes	Only upon Request of a Party and Approval of Court	Presumed Hearing Procedure
EVIDENTIARY SPECIAL SET	Any duration	Only upon Request of a Party and Approval of Court	Presumed Hearing Procedure
CASE MANAGEMENT CONFERENCE	Any duration	Presumed Hearing Procedure	In- person case management hearings may be scheduled at the Court's discretion. A party may file an objection in writing within 10 days or within a period directed by the Court. The decision to authorize the use of communication technology over objection shall be in the discretion of the court official. Rule 2.530(b) of the Florida Rules of General Practice and Judicial Administration; (SC21-990)
TRIALS	Any duration	Only upon Request of a Party and Approval of Court	Presumed Hearing Procedure
UCDS	Any duration	Administratively	
ADOPTIONS	Any duration	Available by request of a Party and Approval of Court	Presumed Hearing Procedure

DOMESTIC VIOLENCE HEARINGS	Any duration	Only upon Request of a Party and Approval of Court	Presumed Hearing Procedure
PETITIONS FOR NAME CHANGE	Any duration	Administratively	
PETITIONS FOR TEMPORARY CUSTODY	Any duration	Only upon Request of a Party and Approval of Court	Presumed Hearing Procedure
WITNESS APPEARANCE	Any duration	Must be prearranged, meet legal requirements, and approval of the Court	Presumed Appearance Procedure