**IN THE CIRCUIT COURT OF THE 15TH JUDICIAL CIRCUIT**

**IN AND FOR PALM BEACH COUNTY, FLORIDA**

FAMILY DIVISION "**FZ**"

CASE NO: SB

**IN RE: THE MARRIAGE OF**

Petitioner,

and

Respondent.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

**ORDER SPECIALLY SETTING**

**TEMPORARY RELIEF HEARING REMOTELY**

**ThIS MATTER** is specially set for a ***temporary relief*** hearing before **JUDGE JESSICA TICKTIN** via ***ZOOM.***

DATE OF HEARING:

TIME OF HEARING:

TIME RESERVED:

DOCKET NUMBER:

MOTION TO BE HEARD:

***\*No amended pleadings shall be filed without leave of court.***

**THIS MATTER HAS BEEN SPECIALLY SET BY COURT ORDER AND CANNOT BE CANCELED OR RESET EXCEPT BY FURTHER ORDER OF THE COURT.**

IT IS THE INTENT OF THIS COURT TO DISPOSE OF THE SUBJECT MATTER OF THE SPECIALLY SET MOTION(S) ON THE DATE AND TIME APPEARING IN THIS ORDER.

**NOTE:** If the issue is resolved less than twenty-four (24) hours prior to the hearing (excluding weekends), the moving party shall appear remotely before the Court at the scheduled time of hearing and the proposed order uploaded through OLS.

**Although the parties have attended mediation, you are directed to meet ten (10) days prior to the hearing to try and resolve and/or narrow the remaining issues and submit a detailed stipulation of the remaining disputed issues to the Court no later than 5 days prior to the hearing.**

**DUE TO COVID-19 AND THIS COURT’S ADMINISTRATIVE ORDERS NO IN-PERSON APPEARANCE AT THE COURTHOUSE IS PERMITTED FOR THIS TYPE OF HEARING**. Both Parties and Counsel shall appear at this hearing by video/ telephone conference for the hearing on the date and time set forth below.

During the duration of Administrative Order No.: 12.510-03/2020.4\*, all hearings will be conducted via Zoom videoconference provider.  This requirement applies to self-represented litigants as well as attorneys.  The Court will provide all counsel or self represented parties with a Zoom invitation by e-mail in advance of each hearing, at no cost to the parties.

Accordingly, all counsel, all parties, and self-represented parties must either: (1) be present by video/telephone at the hearing; or (2) submit an Agreed Order disposing of the motion at least forty-eight (48) business hours prior to hearing.

All parties and witnesses **must appear by video** to testify at the hearing when available, unless the court enters an order approving telephonic appearance only, in strict compliance with Fla. R. Jud. Admin. 2.530 and Fla. R. Civ. P. 1451.  Failure to comply with these rules will result in the party or witness not being able to testify.   
  
If the Parties appear via video and present the Court with a valid photo identification, a Notary Public is not required to swear in that party.  Unless both Parties waive the Notary requirement, a Party or witness appearing by audio only must have a Notary Public present with them so that the Court can identify and swear them in.

All memoranda and/or case authority must be submitted to the Court and opposing counsel at least five (5) business days before the hearing and the transmittal document must designate the date and time of the hearing for which they are submitted.

All cases and legal authorities submitted to the court must be tabbed, with pertinent sections highlighted.

**All exhibits must be clearly marked before the hearing is set to begin. Exhibits shall be marked by a numbered sticker on the top right-hand corner of the front of each exhibit clearly identifying the *case number* and party who is offering the exhibit, *e.g.,* *Petitioner* or *Respondent.* An Exhibit list shall be provided to the Court at the start of the hearing and must be numbered chronologically.**

 All **EXHIBITS**, memoranda and/or case authority must be submitted to the Court and opposing counsel at least **24 hours** before the scheduled hearing.  If a party’s exhibits total more than 25 pages, that party must deliver hard copies of the exhibits to the court the day prior to the hearing, to be hand-delivered to the Judge’s chambers; not mailed.  If the exhibits total less than 25 pages for each party, that party may provide the exhibits by email in PDF format to the Court ([CAD-DivisionFZ@pbcgov.org](mailto:CAD-DivisionFZ@pbcgov.org)), as well as the opposing party, at least 24 hours prior to the scheduled hearing. 

Please sign in to the video session about 10 minutes prior to the scheduled start time so we can work through any technical issues and not waste hearing time.

**When appearing remotely for hearings/trials, please observe the following rules:**

1. If you are having trouble accessing the meeting: Attorneys should contact the Judicial Assistant; Self-represented parties should contact the Case Manager; Represented parties should contact his/her attorney.
2. Please wait patiently in the virtual waiting room until your case is called. Remember that the judge may be finishing a prior hearing before your case can be called.
3. During the hearing, please MUTE your microphone when you are not speaking. Only ONE person may speak at a time. When it is your turn to speak, remember to UNMUTE, and speak directly and clearly into your microphone.
4. Ensure there are no children present, and that no children can hear or see the proceeding.
5. If you are testifying as a WITNESS, you must be alone in a quiet room during your testimony. You may not use a virtual background during your testimony. You must turn off all electronic devices except for the device enabling participation in the hearing. You shall refrain from exchanging any electronic messages during your testimony, and you must notify the Court immediately if you receive any electronic communication during your testimony.

**DONE AND ORDERED** at Delray Beach, Palm Beach County, Florida, on this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**JESSICA TICKTIN**, Circuit Judge

Copies furnished to:

(Attorney’s name & one e-mail address for each side)

\*ADA language attached on last page

**“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355‑4380 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”**

**“Si usted es una persona minusválida que necesita algún acomodamiento para poder participar en este procedimiento, usted tiene derecho, sin tener gastos propios, a que se le provea cierta ayuda.**  **Tenga la amabilidad de ponerse en contacto con, 205 N. Dixie Highway, West Palm Beach, Florida 33401; teléfono número (561) 355-4380, por lo menos 7 días antes de la cita fijada para su comparecencia en los tribunales, o inmediatamente después de recibir esta notificación si el tiempo antes de la comparecencia que se ha programado es menos de 7 días; si usted tiene discapacitación del oído o de la voz, llame al 711.”**

“**Si ou se yon moun ki enfim ki bezwen akomodasyon pou w ka patisipe nan pwosedi sa, ou kalifye san ou pa gen okenn lajan pou w peye, gen pwovizyon pou jwen kèk èd. Tanpri kontakte, kòòdonatè pwogram Lwa pou ameriken ki Enfim yo nan Tribinal Konte Palm Beach la ki nan 205 North Dixie Highway, West Palm Beach, Florida 33401; telefòn li se (561) 355‑4380 nan 7 jou anvan dat ou gen randevou pou parèt nan tribinal la, oubyen imedyatman apre ou fin resevwa konvokasyon an si lè ou gen pou w parèt nan tribinal la mwens ke 7 jou; si ou gen pwoblèm pou w tande oubyen pale, rele 711.”**