

JUDGE JENNY S. HIGGINBOTHAM

NASSAU COUNTY COURT

Robert M. Foster Justice Center
76347 Veterans Way
Yulee, Florida 32097

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904-548-4945

NOTICE TO THE PUBLIC

The Code of Judicial Conduct governing behavior by judges forbids Judges from discussing pending cases with the public. Please do not call the Court expecting to speak with a Judge about any case. The Court is only allowed to consider arguments made in the courtroom and in documents properly filed by parties in the case as authorized by law and the Rules of Court. The Court cannot ethically read or consider any other opinions or arguments about the case. Communications that do not meet these legal requirements cannot be forwarded to the Judge.

CIVIL DIVISION PROCEDURES

- **SETTING CASES FOR HEARING:**
 - The Motion must appear on the docket prior to requesting hearing times. The party requesting the hearing can obtain availability from the Clerk of the Court at 904-548-4600. The party requesting the hearing will be responsible for noticing the hearing. If the case settles, please notify the Judicial Assistant immediately so the hearing can be removed from the Judge's calendar.

- PLEASE NOTE: HEARING DATES/TIMES PROVIDED ARE NOT HELD AND MAY BE GIVEN TO OTHERS. HEARING DATES/TIMES ARE NOT SECURED UNTIL THE NOTICE HAS BEEN FILED.
- CANCELLATION OF HEARING:
 - When canceling a hearing that you have set, email the Judicial Assistant and copy opposing counsel's office notifying the Judicial Assistant of the cancellation and why the case has been cancelled. DO NOT assume the hearing is automatically removed from the Court calendar. A Notice of Cancellation that has been filed with the Clerk is not sufficient notice of a cancellation. Cancellation of a hearing MUST be confirmed by the Judicial Assistant. The deadline to cancel a hearing is 48 hours before the scheduled hearing date.
 - PLEASE NOTE: UNLESS THE MATTERS AT ISSUE IN THE HEARING HAVE BEEN RESOLVED BY THE PARTIES, THE COURT DOES NOT PERMIT THE UNILATERAL CANCELLATION OF HEARINGS WITHOUT COURT APPROVAL.
- Pretrial Conference Hearings are conducted via ZOOM, but any person who wishes to appear in-person may do so.
 - Appearing via Zoom
Join Zoom Meeting
<https://zoom.us/j/5010623299>
Meeting ID: 501 062 3299
One tap mobile
+17866351003,,5010623299# US (Miami)

+16465189805,,5010623299# US (New York)

For instructions how to sign up for Zoom™, please visit <https://zoom.us/resources> There is no fee to join a meeting hosted by someone else.

○ Address for In-Person Appearances

Robert M. Foster Justice Center

76347 Veterans Way

Yulee, Florida 32097

Third Floor – Robert E. Williams Courtroom

- Motion Hearings are conducted in person, unless a motion to appear via Zoom is filed. If a party files a motion to appear via Zoom, a courtesy copy must be sent to the Judicial Assistant. A proposed order is NOT required to be submitted.
- Trials are conducted in person.
- Courtesy copies of motions and memoranda should be delivered to the Court at least three days before a scheduled hearing on the matter. Motions, pleadings, and memoranda may be provided by e-mail as well as U.S. Mail or hand delivery. However, voluminous pleadings (more than 20 pages, including attachments) must not be emailed. They will need to be provided via hand-delivery, U.S. Mail, or other delivery service. Any binders containing case law shall be received by the Court at least 5 days prior to the hearing.
- PROPOSED ORDERS FOLLOWING A HEARING - The Court may request the lawyers prepare proposed orders pursuant to the Court's verbal recitations of rulings made during a hearing. Such proposed

orders after a hearing are to be timely submitted to the Court as follows:

- If there is an unrepresented party involved in the case not using e-Portal, the party presenting the proposed Order, shall be responsible for providing a conformed copy to the unrepresented party.
- If all parties before the Court are using e-Portal, the proposed Order shall be submitted through the e-portal by using the instructions found in the link: <https://www.jud4.org/Top-Navigation/Court-Administration/Proposed-Orders-EFiling.aspx>
- PROPOSED ORDERS WITHOUT A HEARING
 - Proposed Orders without a hearing shall be submitted to the Court in Microsoft Word or through the e-portal which must be copied to all opposing counsel/unrepresented parties. A courtesy copy of the motion, joint stipulation, etc. related to the proposed Order must be provided. The Motion must state that opposing counsel/unrepresented party has been provided with the same materials being provided to the Court and whether (i) opposing counsel/unrepresented party consents to the relief requested in the order and, if so, (ii) whether opposing counsel/unrepresented party agrees with the language of the proposed Order. The service list on the Order must contain e-filing addresses for opposing counsel/unrepresented parties.
 - If an unrepresented party does not receive e-filings, counsel must immediately mail a conformed copy to the opposing party.
 - All consent Orders shall include the word “Consent” or “Agreed” in the caption of the proposed Order.