

JUDGE JENNY S. HIGGINBOTHAM

NASSAU COUNTY COURT

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

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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.

CRIMINAL DIVISION PROCEDURES

- **JURY TRIALS** - All Motions for Continuances of a jury trial in a criminal case must be in writing and provided to the Court at least three (3) business days before the Jury Trial is scheduled.
- **CRIMINAL HEARINGS** - If counsel or a pro se defendant needs to request a continuance of a hearing, a motion for continuance must be submitted in writing, provided to the Court, and the opposing party must be copied on the motion.

- WEEKLY SCHEDULE
 - Mondays at 9:00 – Arraignments
 - Mondays at 1:30 – Inmate Cases
 - Wednesdays at 9:00 – Pretrials
 - Every other Wednesday at 3:00 – Veterans Treatment Court
- MOTIONS FOR AUTHORIZATION TO TAKE DEPOSITIONS - All requests for authorization to take depositions must be filed in writing and must specify what witnesses counsel is requesting to depose and the basis for the request.
- All requests to the Court must be made in writing and filed with the Clerk of the Court.
- Administrative Pass Date Requests – The deadline to request an administrative pass date is 48 hours before the scheduled court hearing.
- Zoom Appearances – The Court does permit use of Zoom for routine court appearances if a motion to appear via Zoom is filed. Absent a Court Order, Zoom appearances are not allowed for disposition hearings involving an adjudication of guilt; for evidentiary hearings, or for trials.