

IN THE CIRCUIT COURT, FOURTH JUDICIAL CIRCUIT,  
IN AND FOR NASSAU COUNTY, FLORIDA

CASE NO.:  
DIVISION:

,  
Petitioner,  
and  
,  
Respondent.

**ORDER OF REFERRAL TO GENERAL MAGISTRATE AND NOTICE OF HEARING**

**THIS CASE IS REFERRED TO GENERAL MAGISTRATE ~~DEIRDRE A. WALLACE~~** for further proceedings, under Rule 12.490 of the Florida Family Law Rules of Procedure and current administrative orders of the Court. Financial Affidavits, Florida Family Law Rules of Procedure form 12.902(b) or (c), shall be filed in accordance with Florida Family Law Rule of Procedure 12.285.

THE ISSUE(S) REFERRED IS/ARE: \_\_\_\_\_ and any other issues related thereto.

**The parties shall appear before Magistrate Wallace on \_\_\_\_\_ at \_\_\_\_\_ virtually via Zoom<sup>1</sup> for an evidentiary hearing on the above-referenced issues. \_\_\_\_\_ minutes have been reserved for this hearing.**

The General Magistrate is authorized to administer oaths and conduct hearings, which may include taking of evidence, and shall submit a recommended order to the court that includes findings of fact and conclusions of law, and the name of the court reporter, if any.

The General Magistrate shall assign a time for the proceedings as soon as reasonably possible after this referral is made and shall give notice to each of the parties either directly or by directing counsel or a party to file and serve a notice of hearing.

Counties within the State of Florida may have different rules. Please contact Family Court Services with any procedural questions.

**A REFERRAL TO A GENERAL MAGISTRATE REQUIRES THE CONSENT OF ALL PARTIES. YOU ARE ENTITLED TO HAVE THIS MATTER HEARD BEFORE A CIRCUIT JUDGE. IF YOU DO NOT WANT TO HAVE THIS MATTER HEARD BEFORE THE GENERAL MAGISTRATE, YOU MUST FILE A WRITTEN OBJECTION TO THE REFERRAL WITHIN 10 DAYS OF THE TIME OF SERVICE OF THIS ORDER. IF THE TIME SET FOR THE HEARING IS LESS THAN 10 DAYS AFTER THE SERVICE OF THIS ORDER, THE OBJECTION MUST BE FILED BEFORE THE COMMENCEMENT OF THE HEARING. IF THIS ORDER IS SERVED WITHIN THE FIRST 20 DAYS AFTER SERVICE OF PROCESS, THE TIME TO FILE AN OBJECTION IS EXTENDED TO THE TIME WITHIN WHICH A RESPONSIVE PLEADING IS DUE. FAILURE TO FILE A WRITTEN OBJECTION WITHIN THE APPLICABLE TIME PERIOD IS DEEMED TO BE A CONSENT TO THE ORDER OF REFERRAL.**

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<sup>1</sup>The attached Zoom Addendum is incorporated herein by reference.

If a timely objection is filed by either party, the objecting party must serve a copy of the objection on all parties, the division judge and the general magistrate. This matter shall be returned to the Circuit Judge to which the case is assigned with a notice stating the amount of time needed for hearing.

**SHOULD YOU WISH TO SEEK REVIEW OF THE RECOMMENDED ORDER MADE BY THE GENERAL MAGISTRATE, YOU MUST FILE A MOTION TO VACATE IN ACCORDANCE WITH RULE 12.490(e), FLORIDA FAMILY LAW RULES OF PROCEDURE. YOU WILL BE REQUIRED TO PROVIDE THE COURT WITH A RECORD SUFFICIENT TO SUPPORT YOUR MOTION TO VACATE, OR YOUR MOTION WILL BE DENIED. A RECORD ORDINARILY INCLUDES A WRITTEN TRANSCRIPT OF ALL RELEVANT PROCEEDINGS UNLESS WAIVED BY ORDER OF THE COURT PRIOR TO ANY HEARING ON THE MOTION TO VACATE. THE PERSON SEEKING REVIEW MUST HAVE THE TRANSCRIPT PREPARED FOR THE COURT'S REVIEW.**

YOU ARE ADVISED THAT IN THIS CIRCUIT ELECTRONIC RECORDING IS PROVIDED BY THE COURT. A PARTY MAY PROVIDE A COURT REPORTER, IF DESIRED, AT THAT PARTY'S EXPENSE.

All unrepresented parties shall file a designation of email address with the Clerk of Court and register for email service with the Florida Court's E-filing Portal at [www.myflcourtaaccess.com](http://www.myflcourtaaccess.com) forthwith, if they have not already done so. A sample designation of email address can be found at the link copied below.

<https://www.flcourts.gov/content/download/403113/file/915.pdf>

**ORDERED** on DDDD.

**JJJJ**

Copies to:  
Petitioner  
Respondent  
FCS ([emjohnson@coj.net](mailto:emjohnson@coj.net))

**REQUESTS FOR ACCOMMODATIONS BY PERSONS WITH DISABILITIES: 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 the ADA Coordinator Michelle Watson, Robert M. Foster Justice Center, 76347 Veterans Way, Yulee, FL 32097, Telephone 904-548-4917, email [ADA@nassauclerk.com](mailto:ADA@nassauclerk.com) 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.**

## **ZOOM ADDENDUM**

Unless otherwise notified by Court Order or Family Court Services, the invitation to join Magistrate Wallace's Zoom™ **Meeting ID** for this hearing is: **465 397 3257**

Parties shall name their Zoom profile with their legal names such that they can be easily identified.

For Zoom hearings involving exhibits, proposed orders, or copies of cases cited, the parties are directed to send these to Magistrate Wallace c/o Family Court Service, located on the first floor of the Robert M. Foster Justice Center, 76347 Veterans Way, Yulee, FL 32097 at least three (3) business days in advance of the hearing with copies to all parties who have not been defaulted as it custom and required by the Rules.

Those appearing before the Court **without video** via Zoom that intend to testify shall call **1-888-475-4499 or 1-877-853-5257** (US Toll-free), and will likely need to be in the **presence of a notary public** for the purposes of being identified and sworn in.

Those appearing remotely **by video** via Zoom planning to testify should be prepared to furnish the Court with a **picture identification such as their driver's license via video**.

It is the parties' responsibility to arrange for a Court Reporter to attend the hearing, if so desired.