

JUDGE DELANO'S PROCEDURES GOVERNING COURT APPEARANCES

The following procedures only apply to hearings before Judge Delano

Effective January 2, 2024

FORT MYERS HEARINGS

Unless you are notified that a hearing will be conducted in person in Fort Myers, DO NOT come to the Fort Myers Courthouse, as Judge Delano's Fort Myers courtroom will not be accessible.

In-Person Hearings and Trials. Judge Delano travels to Fort Myers several times a year to conduct in-person hearings and trials in Courtroom 4-102, United States Courthouse, 2110 First Street, Fort Myers, Florida. If Judge Delano is presiding in person in Fort Myers, then parties may attend hearings by video or telephone via Zoom or by video feed from Tampa Courtroom 9A. However, local Fort Myers attorneys should plan to attend hearings in person.

Remote Appearances. Unless you are advised that Judge Delano will appear in person in Fort Myers, attorneys and parties, including parties who are not represented by an attorney, must attend hearings by video or telephone via Zoom or by video feed from Tampa Courtroom 9A.

To participate in the hearing remotely via Zoom (whether by video or by telephone), you must register in advance no later than 3:00 p.m. one business day before the date of the hearing. To register, [Click HERE](#) or enter the following registration link in your computer browser: <https://www.zoomgov.com/meeting/register/vJltcuiujkqHbhiVyx7cvgFK47e2yzWhAQ#/registration>. If a party is unable to register for the hearing, please contact the Courtroom Deputy at 813-301-5195 no later than 3:00 p.m. one business day before the date of the hearing.

Judge Delano no longer uses CourtCall for remote appearances.

TAMPA HEARINGS

Except for scheduled in-person hearings in Fort Myers, Judge Delano conducts hearings in her Tampa courtroom, 801 N. Florida Avenue, Courtroom 9A.

In-Person Hearings and Trials. Attorneys and parties, including parties who are not represented by attorneys, may attend all hearings and trials in person. Unless the Court specifically orders otherwise, the Court will conduct all trials and evidentiary hearings in person.

Remote Appearances. Unless the Court has specially set a matter for an in-person hearing, attorneys and parties, including parties who are not represented by an attorney, may attend all hearings by video or telephone via Zoom.

To participate in the hearing remotely via Zoom (whether by video or by telephone), you must register in advance no later than 3:00 p.m. one business day before the date of the hearing. To

register, click on or enter the following registration link in your computer browser: <https://www.zoomgov.com/meeting/register/vJItcuiujkqHbhiVyx7cvgFK47e2yzWhAQ#/registration>. If a party is unable to register for the hearing, please contact the Courtroom Deputy at 813-301-5195 no later than 3:00 p.m. one business day before the date of the hearing.

Judge Delano no longer uses CourtCall for remote appearances.

Chapter 11 Cases. “First day” motions will ordinarily be considered preliminary, non-evidentiary hearings. However, if any attorney or party anticipates presenting evidence or cross-examining any witness at any hearing, then the attorney or party must appear in person.

COURTROOM DECORUM

To avoid distractions during the hearing, all participants must mute electronic devices and disable all audible alerts. Although conducted using remote conferencing technology, the hearing is a court proceeding and the formalities of the courtroom must be observed. Counsel and witnesses must dress appropriately, exercise civility, and otherwise conduct themselves in a manner consistent with the dignity of the Court. For hearings with multiple matters set at the same time, participants attending by video conference should keep their cameras off until their matter is called, at which time they should turn on their cameras for their particular hearing, and then turn them off again after their matter has concluded.

NOTICES OF HEARING

A sample Notice of Hearing is available in the Court’s Procedure Manual located on The Source on the Court’s website ([Click HERE](#)). If you are instructed to prepare and serve notice of a hearing, you must include the following language.

Pick one:

[Fort Myers Cases] Unless otherwise notified, Judge Delano will conduct all Fort Myers hearings by Zoom from Tampa Courtroom 9A. Parties may attend the hearing by video or telephone via Zoom. **UNLESS INSTRUCTED OTHERWISE, PARTIES MAY NOT APPEAR IN PERSON AT THE FORT MYERS COURTHOUSE.** Parties are directed to consult Judge Delano’s *Procedures Governing Court Appearances*, available at <https://www.flmb.uscourts.gov/judges/delano>, regarding Judge Delano’s policies and procedures for attendance at hearings by video or telephone via Zoom. If you are unable to access the Court’s website, please contact the Courtroom Deputy at 813-301-5195 no later than 3:00 p.m. one business day before the date of the hearing.

[Tampa Cases] All parties may attend the hearing in person. Parties are directed to consult Judge Delano’s *Procedures Governing Court Appearances*, available at <https://www.flmb.uscourts.gov/judges/delano>, regarding policies and procedures for attendance at hearings by video or telephone via Zoom. If you are unable to access the Court’s website, please contact the Courtroom Deputy at 813-301-5195 no later than 3:00 p.m. one business day before the date of the hearing.