

# JUDGE McEWEN'S PROCEDURES GOVERNING COURT APPEARANCES

(Effective January 16, 2024)

These procedures — which also govern notices of hearing, orders that set or continue hearings, and hearings continued in open court — apply only to court appearances before Judge McEwen.

## IN-PERSON VS. REMOTE APPEARANCE

Non-Evidentiary Hearings. Attorneys and parties, including unrepresented parties, may attend all non-evidentiary hearings in person or remotely via Zoom, unless the Court has specially set a non-evidentiary matter for an in-person hearing.

Trials and Other Evidentiary Hearings. Attorneys and parties, including unrepresented parties, must appear at all trials and other evidentiary hearings in person, unless the Court has entered an order specially permitting remote appearance.

## REGISTRATION FOR REMOTE APPEARANCE VIA ZOOM

Zoom can be used to appear by video or by telephone. Judge McEwen no longer uses CourtCall for remote appearances. To appear via Zoom, you must have sufficient electronic equipment (described more fully below) and you must register **no later than 6:00 p.m. one business day before** the date of the hearing. To register [Click HERE](#) or cut and paste the following link into your browser:

[https://www.zoomgov.com/meeting/register/vJIsdu-pqD0rE\\_71uyadANocPzK82DxikXo#/registration](https://www.zoomgov.com/meeting/register/vJIsdu-pqD0rE_71uyadANocPzK82DxikXo#/registration).

**You must complete ALL fields in the Meeting Registration section, including "Time stated in notice or order setting hearing" indicating time as a.m. or p.m.**

Unrepresented parties who are unable to access the Zoom registration through the Court's website may contact Judge McEwen's Courtroom Deputy at 813-301-5151 for assistance **no later than 6:00 p.m. one business day before** the hearing date.

Parties who are represented by counsel should contact their attorney for assistance.

Warning: You may not attend a hearing remotely if you do not register by 6:00 p.m. one business day before the hearing date. If you attempt to use a Zoom link without having timely pre-registered, you will reach an unmonitored Zoom waiting room.

## COURTROOM DECORUM FOR REMOTE APPEARANCES

Hearings are court proceedings. Thus, even when remote appearances are permitted, traditional courtroom formalities must be observed. All remote participants must dress appropriately, exercise civility, and otherwise conduct themselves in a manner consistent with the dignity of the Court. Further, to avoid distractions during hearings, all remote participants must mute their electronic devices until invited to speak and disable all

audible alerts. Those appearing by video should keep their cameras off until their matter is called and turn them off again after their matter has concluded.

Warning: If your electronic device is insufficient to enable the Court to make an accurate record (e.g., muffled sound quality; inadequate connectivity, speed, or bandwidth; choppy audio; poor lighting), your remote participation may be terminated during the hearing.

### NOTICES OF HEARING

If you are instructed to prepare and serve notice of a hearing to be held before Judge McEwen, you must include the following language in the notice:

**All parties may attend the hearing in person. Parties are directed to review Judge McEwen's Procedures Governing Court Appearances (available at <https://www.flmb.uscourts.gov/judges/mcewen/>) for her policies and procedures for remote attendance at hearings by video or telephone via Zoom. If an unrepresented party is unable to access the Court's website, please contact the Courtroom Deputy at (813) 301-5151 no later than 6:00 p.m. one business day before the hearing date.**

A sample [Notice of Hearing](#) is available in the Court's Procedure Manual located on The Source on the Court's website.

Warning: No hearing will be held if the docket does not reflect timely proof of service of a Notice of Hearing, unless the hearing was set or continued by a court order or in open court, in which case a separate notice is not needed.

### HEARINGS SET OR CONTINUED BY COURT ORDER

The same language required for Notices of Hearing, as set forth above, must be included in any proposed order that sets or continues a hearing. Noncompliant orders will be rejected.

### HEARINGS CONTINUED IN OPEN COURT

Judge McEwen's Procedures Governing Court Appearances, including but not limited to procedures requiring advance registration for all Zoom appearances, apply equally to hearings continued in open court.