

APPEARANCES BEFORE JUDGES BROWN, BURGESS, AND FUNK

Effective May 1, 2022, Judges Brown, Burgess, and Funk will return to in person hearings in all cases and proceedings. **ALL parties are encouraged to return to in person hearings. Automatic video/telephonic appearances allowed during the pandemic have terminated. Consistent with pre-pandemic procedures, attorneys and parties located OUTSIDE Duval, Baker, St. Johns, Clay, and Nassau counties may appear via Zoom for Judge Brown and Judge Burgess and CourtCall for Judge Funk subject to the following requirements.**

Video/Telephonic Appearances:

1. Local Counsel. Counsel located in Duval, Baker, St. Johns, Clay, and Nassau counties (“Local Counsel”) are expected to appear in person at all hearings and trials unless permitted in compliance with this procedure.
 - a. For Judge Brown and Judge Burgess, Local Counsel may request to appear via Zoom by contacting chambers via email: nancy_hodges@flmb.uscourts.gov for Judge Brown and kate_menard@flmb.uscourts.gov for Judge Burgess **no later than 3 p.m. one business day before the hearing** and provide why the individual cannot appear in-person.
 - b. For Judge Funk, Local Counsel may request to appear via CourtCall by contacting chambers via email: nancy_hodges@flmb.uscourts.gov **no later than 3 p.m. one business day before the hearing** and provide why the individual cannot appear in-person.
 - c. Zoom/CourtCall appearances for Local Counsel are reserved for limited circumstances. Local Counsel must provide a sufficient basis for the Zoom/CourtCall appearance. Convenience of Local Counsel is not a sufficient basis.
2. Outside Counsel. Counsel located outside Duval, Baker, St. Johns, Clay, and Nassau counties (“Outside Counsel”) are encouraged to appear in person but may appear via Zoom for Judges Brown and Burgess and CourtCall for Judge Funk at non-evidentiary hearings without prior Court approval provided these procedures are followed.
3. Parties. With permission from Chamber Staff: (1) individual parties with no lawyer may attend hearings via Zoom for Judges Brown and Burgess and CourtCall for Judge Funk and (2) parties represented by counsel may attend hearings via Zoom for Judges Brown and Burgess and CourtCall for Judge Funk on a “listen only” basis.
4. Trials. Zoom and/or telephonic appearances are **NOT** allowed for trials or any evidentiary matters. All parties are expected to appear in person for all trials and evidentiary matters.

5. Conditions for Remote Appearances. Those who are permitted to appear by Zoom should appear by video dressed as if they were appearing in Court in person, have sufficient bandwidth, Wi-Fi strength, and speaker capability. Those who are permitted to appear by CourtCall should use a landline if the user has a landline.
6. Notice of Hearing and/or Order Scheduling Trial. Please note that the actual Notice of Hearing or Order Scheduling Trial controls and this Notice is a supplement to any actual Notice and/or Order entered in a particular case.
7. **The above procedures do not apply to Jacksonville Division hearings before Judge Colton.**