

**PROCEDURES GOVERNING COURT APPEARANCES BEFORE
JUDGES VAUGHAN, ROBSON AND GEYER EFFECTIVE MAY 1, 2022***
(*The procedures below were updated August 1, 2022)

Effective May 1, 2022, Judges Vaughan, Robson and Geyer will return to **in-person hearings**. Virtual appearances are no longer automatic; however, consistent with pre-pandemic procedures, attorneys and parties located **OUTSIDE** the Orlando Division¹ of the Middle District of Florida may participate in non-evidentiary hearings by Zoom or Court Solutions.

Video/Telephonic Appearances:

1. **Local Counsel**. Counsel located in the Orlando Division (“Local Counsel”) are expected to appear in-person unless otherwise permitted in compliance with these procedures.
 - a. Local Counsel may request to appear via Zoom by contacting chambers (via email to the courtroom deputy and law clerk listed below) **no later than 4 p.m. two business days before the hearing** and explain the need to attend remotely.
 - **Judge Vaughan:** aimee_johnson@flmb.uscourts.gov and jeanne_kraft@flmb.uscourts.gov
 - **Judge Robson:** gena_whitsett@flmb.uscourts.gov and chelsea_moore@flmb.uscourts.gov
 - **Judge Geyer:** Danielle_Howie@flmb.uscourts.gov and alison_hale@flmb.uscourts.gov
 - b. Zoom appearances for Local Counsel are reserved for limited circumstances based upon a showing of need and are subject to the discretion of the presiding judge.
2. **Outside Counsel**. Counsel located outside the Orlando Division (“Outside Counsel”) may appear by Zoom without prior Court approval provided these procedures are followed.
3. **Parties**. With permission from chambers: (1) unrepresented individuals may attend hearings by Zoom, and (2) parties represented by counsel may attend hearings by Zoom or Court Solutions on a “listen only” basis.

¹ The Orlando Division consists of the following counties: Brevard, Lake, Orange, Osceola, Seminole, and Volusia. See Local Rule 1071-1(b)(2).

4. Trials/Evidentiary Hearings. Telephonic/Zoom appearances are **NOT** allowed for trials or evidentiary hearings. All participants are expected to attend in-person. In rare circumstances, the Court may permit a witness to testify remotely using Zoom. Requests must be made by filing a motion no later than **14 days** before the hearing. The motion should detail why the individual cannot appear in-person and whether the opposing party consents to the video testimony.
5. Court Solutions. Judges Vaughan, Robson and Geyer use Court Solutions for telephonic appearances. Please refer to the [Procedure Manual Guide \(uscourts.gov\)](https://uscourts.gov) for information on Court Solutions and telephonic hearing decorum. If permitted to appear telephonically under these procedures, participants must submit a request to Court Solutions no later than the **business day before the hearing date**.
6. Judge Vaughan, Robson and Geyer prefer Zoom over telephone; however, telephonic appearances are permitted in non-evidentiary matters subject to the above requirements.
7. Persons appearing by Zoom must dress appropriately for Court and have the camera on.
8. To the extent these Procedures conflict with a Notice of Hearing or Court Order, such Notice or Order controls.