

**ELEVENTH JUDICIAL CIRCUIT JUDICIAL WEBPAGE  
UNIFIED CHILDREN’S COURT DIVISION  
COVID-19 VIRTUAL JUDICIAL CALENDAR INSTRUCTIONS**

To help prevent the possible transmission of the Coronavirus Disease COVID-19, pursuant to Administrative Orders issued by the Florida Supreme Court and the Chief Judge of the Eleventh Judicial Circuit, until further notice, the Unified Children’s Court (UCC) Division at the Miami-Dade Children’s Courthouse (MDCC) is temporarily CLOSED to the public, *except* for the following specified **Mission Critical Matters**:

- ❖ **Juvenile Delinquency Detention Hearings,**
- ❖ **Juvenile Dependency Shelter Hearings,**
- ❖ **Petitions for Judicial Waiver of Notice filed pursuant to Section 390.01114(4) F.S.,**
- ❖ **Juvenile Marchman Hearings,**
- ❖ **Noticed Emergency Hearings,**
- ❖ **Emergency Motions to be filed with the Clerk’s Office,**
- ❖ **Juvenile Marchman Act Petitions to be filed with the Clerk’s Office, and**
- ❖ **Drug Testing required by Court Order.**

**VIRTUAL CALENDAR SCHEDULE FOR MISSION CITICAL MATTERS**

Beginning on April 13, 2020, and through May 31, 2020, Judges Prescott, Denaro and Marrero will be rotating coverage of all **daily Shelter/Detention Hearings**, as set forth below. While on Shelter/Detention duty, they will also address Delinquency matters set in their own respective divisions.

April				
Monday	Tuesday	Wednesday	Thursday	Friday
30	31	1	2	3
6	7	8	9	10
13 Denaro	14 Marrero	15 Prescott	16 Denaro	17 Marrero
20 Prescott	21 Denaro	22 Marrero	23 Prescott	24 Denaro
27 Marrero	28 Prescott	29 Denaro	30 Marrero	

May				
Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	1 Prescott
4 Denaro	5 Marrero	6 Prescott	7 Denaro	8 Marrero
11 Prescott	12 Denaro	13 Marrero	14 Prescott	15 Denaro
18 Marrero	19 Prescott	20 Denaro	21 Marrero	22 Prescott
25 Memorial Day Holiday	26 Marrero	27 Prescott	28 Denaro	29 Marrero

June				
Monday	Tuesday	Wednesday	Thursday	Friday
1 Prescott	2 Denaro	3 Marrero	4 Prescott	5 Denaro
8 Marrero	9 Prescott	10 Denaro	11 Marrero	12 Prescott
15 Denaro	16 Marrero	17 Prescott	18 Denaro	19 Marrero
22 Prescott	23 Denaro	24 Marrero	25 Prescott	26 Denaro
29 Marrero	30 Prescott			

## NON-MISSION ESSENTIAL HEARINGS

The UCC Judges will also be scheduling all hearings on non-mission essential case types (Juvenile Dependency, Juvenile Delinquency, Family, and Domestic Violence Injunction for Protection cases), but for trials. Hearings on evidentiary motions in Family cases will be handled at the discretion of the assigned UCC Judge. Hearings on Domestic Violence Injunction for Protection cases will be set for hearing by the assigned UCC Judge.

## VIRTUAL CALENDAR SCHEDULE FOR NON-MISSION ESSENTIAL HEARINGS

Beginning on April 13, 2020, and through May 31, 2020, Judges Caballero, Zayas, Barakat, Del Rio, Dimitris, Lopez, Stuzin, and Cohen (Dependency Drug Court) and General Magistrates Kallman and Lieberman will adhere to the following calendar schedule for their assigned judicial sections, in their own respective courtrooms.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Kallman Caballero Del Rio	Zayas Barakat Lieberman	Dimitris Lopez Stuzin	Kallman Caballero Del Rio Cohen-DDC (5/7, 5/14, & 5/28/20)	Zayas Barakat Lieberman
Afternoon	Dimitris Lopez Stuzin Cohen-DDC (5/4 & 5/11/20)	Kallman Caballero Del Rio	Zayas Barakat Lieberman	Dimitris Lopez Stuzin	

The UCC Judges may also schedule hearings on non-mission essential case types at times other than during this virtual calendar schedule when the presence of a court clerk is not required.

## ZOOM Remote Hearing Platform & Procedure

All hearings will be held remotely, using the ZOOM video or telephonic conferencing platform. The UCC Judge's Judicial Assistant will email the ZOOM Hearing Invite to all counsel and parties in the case. It is the responsibility of all parties, including self-represented litigants, to join the conference as scheduled. If the hearing is to be conducted with telephone conferencing, it is the responsibility of the parties and self-represented litigants to call the Judicial Assistant at the scheduled hearing time.

ZOOM is FREE. For instructions on the utilization and access to ZOOM video conferencing, please visit the Eleventh Judicial Circuit webpage, at [www.jud11.flcourts.org](http://www.jud11.flcourts.org). You may also visit the ZOOM training page for ZOOM Video Tutorials at <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>.

## Filing and Scheduling of Motions and Requests for Hearing

All Motions and Requests for Hearing should be e-filed. If the motion is granted, the UCC Judge's Judicial Assistant will schedule a ZOOM hearing time and send a ZOOM Hearing Invite to all parties and counsel. For any questions, contact the assigned UCC Judge's Judicial Assistant.

## Responsibilities Specific to Self-Represented Litigants

All self-represented litigants will need to follow statutory deadlines for filings, follow all rules of the court, maintain and provide updated valid contact information, and appear remotely as noticed. All self-represented litigants are encouraged to register with the Florida Courts E-Filing Portal, a free service that allows parties to file documents and pleadings online, as well as receive electronic communications from

the courts about their cases. Registration is available at <https://www.myflcourtsaccess.com/default.aspx>. For Florida Courts E-Filing Portal Technical Support Center, self-represented litigants may complete the Request E-Filing Support Form at <https://www.myflcourtsaccess.com/Common/UIPages/Contactus.aspx>, or contact them by phone at (850) 577-4609, weekday hours between 8:00 am-5:00 pm.

### **Responsibilities Specific to Attorneys**

Attorneys are responsible for providing up-to-date, valid contact information for themselves, their clients, and witnesses, including a valid email address and working telephone number, in advance of the hearing. Attorneys are to advise and communicate with their clients and witnesses regarding the remote appearance for any and all scheduled court hearings, filing all pleadings, motions or documents within the statutorily timeframes, or, if no statutory deadlines are applicable, no later than 24 hours before the scheduled hearing.

### **Agreed Orders**

Agreed Orders may be submitted to the Judicial Assistant in Word format without the need for a hearing. **All parties and self-represented litigants must be included in the email transmission of the Agreed Order.** Notwithstanding the agreement of the parties, or submission of an agreed order, no party may cancel any hearing without the Court's express permission.

### **Court Interpreters**

Interpretation will be conducted by Certified Court Interpreters (with the exception of Family cases) during the ZOOM video conference hearing. Note: Special language Interpreter requests must be made by attorneys with as much advance notice as possible to ensure a vendor Interpreter may be secured in time for the hearing. Regular procedures for these requests should be followed. All JAs will send the ZOOM hearing invite to the Interpreter Link when an interpreter is needed.

### **Appearance of In-Custody Parents at ZOOM Hearings**

Miami-Dade Department of Corrections is not transporting inmates during the COVID-19 pandemic. Alternatively, they have arranged to have UCC in-custody parents appear for their court hearings via Zoom. Therefore, no MRT Orders will not be prepared and sent during this time. They ask to be notified via email with as much lead time as possible, and they will assist in having the parent appear via Zoom. All must be mindful that Corrections is also doing the same for the Criminal Division, and conflicts may occur. A ZOOM Hearing Request Form has been created for the Division, which will be completed by the Case Manager in all applicable cases. The JAs will prepare the ZOOM invite, with the ZOOM hearing information on the form, and email it to the four designated Corrections contacts.

### **Orders for Mediation**

Until further notice, in all cases where an Order for Mediation has been entered by a Unified Children's Court Division Judge, all parties may appear remotely to participate, in order to continue to progress cases to the greatest extent possible during this time. The UCC Order for Mediation was updated to provide for mediation to be conducted remotely, and for all parties' email addresses and phone numbers to be included. The Mediation Division will send out ZOOM Invites to all those listed in the order.