

IN THE COUNTY COURT OF THE
ELEVENTH JUDICIAL CIRCUIT IN
AND FOR MIAMI-DADE COUNTY
FLORIDA

ADMINISTRATIVE MEMORANDUM
NO. 24-CL01 24 AF 01

IN RE: INTRODUCTION OF EVIDENCE
DURING A NATURAL DISASTER OR
CATASTROPHIC EVENT IN THE
COUNTY COURT CIVIL DIVISION

WHEREAS, Under the Florida Supreme Court Chief Justice's Administrative Orders, chief judges were directed to take all possible steps to facilitate conducting proceedings with the use of technology, and judges who can conduct court business from a remote location are strongly encouraged to do so: and

WHEREAS, in the Eleventh Judicial Circuit and the County Civil Division shall implement Emergency Procedures for conducting evidentiary hearing during an official closure of the Courts by the Chief Judge due to a natural disaster or catastrophic event.

WHEREAS, in addition to allowing such remote testimony and swearing in of witnesses as described in Supreme Court and Eleventh Judicial Circuit Administrative Orders, as amended, it is necessary that the courts and the parties have clear guidance as to how such evidence is presented to the court, the clerk and the parties; and

WHEREAS this memorandum shall set forth procedures for introduction of documentary evidence through remote means in County Civil Court for evidentiary hearings (including non-jury trials):

1. This procedure applies only to the electronic use and entry of documentary, photographic, audiovisual and other evidence reasonably able to be provide and shared electronically; and
2. This process does not apply to physical evidence not stipulated or agreed to by the parties without a court order; and
3. All parties shall file and serve evidence at least five business days before the virtual evidentiary hearing. All exhibits should be pre-marked for identification and shall include an index listing of all proposed exhibits with letters or numbers; and

4. Counsel representing parties shall confer about the admissibility and authenticity of the evidence prior to an evidentiary hearing; and
5. Nothing in these procedure limits the trial court's ability to designate supplemental procedures; and
6. Nothing in these procedures prohibits the Court from exercising its discretion from admitting or denying the entry of the documents; and
7. Counsel representing parties must prepare a corrected index of exhibits, after the hearing, that were introduced and admitted into evidence; and
8. Documents reviewed by the Court, but not admitted as evidence such as a driver's license, may be presented to the Court using a camera during the hearing; and
9. If the parties complied in good faith with these procedures but experienced technical issues that prevents a meaningful review of the evidence, the Court may reset the matter.

DONE AND ORDERED in Chambers at Miami-Dade County, Florida, on 22nd day of January 2024.

/s/ Gordon Murray SR.
GORDON MURRAY SR., ADMINISTRATIVE JUDGE
COUNTY COURT CIVIL DIVISION