



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
JACKSONVILLE DIVISION  
300 North Hogan Street  
Jacksonville, Florida 32202**

**MEMORANDUM**

**TO:** Jacksonville Division Courthouse staff, and attorneys practicing in the Jacksonville Division  
**FROM:** Timothy J. Corrigan, United States District Judge  
**DATE:** March 20, 2020  
**RE:** Jacksonville Division Protocol for Proceedings During Current National Emergency related to COVID-19

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This memorandum aims to provide you with updated information on the Jacksonville Division's response to the coronavirus situation. Our response places top priority on the health and safety of our employees, litigants, and members of the Bar, as well as our commitment to the administration of justice. The Jacksonville Division is implementing the following procedures until the date specified or further notice.

1. All jury trials (criminal and civil) are suspended at least through **May 31, 2020**. This is necessary to avoid calling jurors for service and aggregating numbers of people, consistent with the advice of the CDC and local health officials. A separate order will enter to address speedy trial concerns in criminal cases. Notices or orders will enter in all cases that were set for a jury trial scheduled to commence before May 31, 2020.

2. All large gatherings at the Jacksonville Federal Courthouse have been postponed until further notice, and at least through **May 31, 2020**. This includes naturalization ceremonies, school programs, CLE programs, and the like.

3. The Legal Information Program for pro se litigants conducted at the courthouse is suspended until further notice.

4. The Eleventh Circuit library will remain closed to the public until further notice.

5. Signs and flyers are posted at the entrance to the courthouse advising those who are sick, have recently traveled to certain destinations, or have been exposed to the virus that they may not enter the courthouse and providing contact information to advise that their entry has been refused.

6. The District Court Clerk's Office and the Bankruptcy Clerk's Office will be sharing a time-stamping drop box on the first floor for all non-emergency non-electronic filings. The box will be checked at least four times each work day.

7. Persons intending to visit the courthouse for any purpose other than because they are required to do so should contact the office they intend to visit to determine if their visit may be postponed or conducted by telephone.

8. The U.S. Attorney and the Federal Public Defender offices, Probation, and Pretrial Services are working under teleworking protocols.

9. Motions to continue proceedings should be filed with the appropriate presiding judge. The judicial officers are encouraged to be as generous as is consistent with the proper administration of justice in granting requests for postponement and granting appearances by telephone where possible. The Court is doing everything possible to minimize the number of in-person proceedings, consistent with the due administration of justice.

10. Each judicial officer will make his or her own determination about the postponement of status conferences or other criminal proceedings that do not require the presence of the defendant. The use of telephone or video conferencing to conduct all appropriate proceedings is encouraged.

11. Regarding civil cases, the in-person meet and confer requirements are suspended, and these meetings may be conducted by telephone or video without any further need for application to the court.

12. Mediators are encouraged to allow appearances by telephone or video.

13. Requests for the suspension or continuance of deadlines in civil cases or for accommodations to avoid travel should be made with the appropriate presiding judge, which requests will be liberally granted. Travel for purposes of litigation is strongly discouraged. Use of video and other means of conducting discovery is encouraged.

14. Courthouse maintenance/cleaning staff continue to disinfect high-contact points such as doors, elevators, counsel tables, and restrooms.

15. The Court will continually reassess the situation, and will provide further guidance regarding the possible continuation or adjustment of these or other measures as necessary and no later than **April 15, 2020**.

Thank you all for your cooperation and patience as we work through this unusual circumstance. Stay well.