

Instructions for Appearance at Videoconference Hearing During Public Health Emergency

In accordance with applicable instructions from the Governor of the State of Florida, the Florida Supreme Court and the Chief Judge of the Eighteenth Judicial Circuit, as a result of the public health emergency, to appear at a hearing conducted by video conferencing, please comply with the following.

Prior to the hearing be sure you have:

- Access to a computer, tablet, or phone, that has a microphone and camera;
- Internet access during the entire hearing;
- An email address; and,
- Your driver's license or other government-issued ID.

Contact the Court's Judicial Assistant, Kelsey Chase, by email to Kelsey.Chase@flcourts18.org, at least two working days before the hearing to:

- Confirm having arranged to participate in the videoconference;
- Furnish the Judicial Assistant with scanned copies of any documents to be used or introduced into evidence at the hearing; and,
- Provide the Judicial Assistant with an email address for any person you intend to call as a witness at the hearing.

To attend the hearing:

- You will receive, by email, a link from the Judge inviting you to "Join the Microsoft Teams Meeting;"
- Please click on the link and follow the instructions;
- Download the Microsoft Teams app, if you don't already have it;
- Click on "Join as guest;" type your name, and click on "Join meeting."

Once the hearing starts:

- Make sure that you have your microphone and camera turned on;
- The Judge will conduct a test to ensure participation and will arrange for recording of the proceedings; and,
- Remember, the "Rules of Evidence" apply during the videoconference.

For a witness to testify, the witness must have:

- Access to a videoconference-ready, computer, tablet, or phone;

- An email address;
- A valid government-issued ID; and,
- Followed the foregoing procedures to attend the hearing.

If the videoconference connection is interrupted:

- The screen may freeze or the sound may become muted;
- The participants should stop talking, except to advise the Judge of the interruption;
- Counsel should call and email the Judge to advise the Judge of the interruption; and,
- Please stand by and follow instructions to reestablish the connection.