

Instructions for a Remote Court Appearance

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, this hearing will be conducted by video conferencing.

*****Do not go to the courthouse for your hearing – you will not be let in and may miss your chance to participate in the hearing*****

*****Strictly comply with all operative instructions regarding public health including, without limitation, “self quarantine,” “social distancing,” and “stay at home”*****





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;
- Microsoft Teams© (app) available to download free on your Windows© computer, the iOS App Store© and Google Play Store©; and,
- Your driver’s license or other government-issued ID.

To attend the hearing:

- You will receive, by email, a link from the JA inviting you to “Join Microsoft Teams Meeting;”
- Please click on the link;
- When the app asks you to “Open this page in Teams,” press/click “Open.”
- On the next screen, press/click “Join as guest;” and,
- On the next screen, enter your name and press/click “Join meeting.”

Once the hearing starts:

- Make sure that you have your microphone and camera turned on;
- Click the icons –   – turning the microphone and camera on; if the icons look like this –   – then they are off;
- The Judge may conduct a test to ensure participation.
- Remember, the “Rules of Evidence” apply during the videoconference.

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.