

## **Instructions for Appearance by Videoconference**

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, appearance by conference may be made by complying with the following:

**Contact the Court's Judicial Assistant, Alexis Leclerc, by email at [Alexis.Leclerc@flcourts18.org](mailto:Alexis.Leclerc@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 yourself and any person you intend to call as a witness at the hearing.

**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;
- Your driver's license or other government-issued ID.

**To attend the hearing:**

- Access the appropriate link from the Court's Calendar, accessible from the Calendar page of [davidsilverman.com](http://davidsilverman.com).
- Please click on "Click here to join the meeting" and follow the instructions to open the Microsoft Teams© app, and click on "Join as guest" and wait in the lobby to be admitted to the meeting.

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**Once the hearing starts:**

- Make sure that you have your microphone and camera turned on;
- Remember, the Rules of Evidence apply.

**For a witness to testify, the witness must have:**

- Access to a video conference-ready, computer, tablet, or phone;
- An email address; and,
- A valid government-issued ID.

**If the videoconference connection is interrupted, please stand by and follow instructions to reestablish the connection.**