

## **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, Lisa Elkhouri, by email to [Lisa.Elkhouri@flcourts18.org](mailto:Lisa.Elkhouri@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:**

- You will receive, by email, a link from the Judge inviting you to "Join the Microsoft Teams Meeting;" and,
- Please click on the link and follow the instructions to "Join as guest" and "Join meeting."

**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.**