

Judicial Practices and Procedures

Division U: County Criminal

(last modified July 9, 2026)

Honorable Bryanna Bynum, County Judge

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Contact Information

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A. Communications with the Judicial Office

- **Method of Communication:** All communications to the judicial office must be submitted by e-mail to Collette.Colegrove@flcourts18.org. The subject line must contain the case number, case name, and relevant matter (e.g., 2024-MM-001234-A – State of Florida v. Doe).
- **Ex parte Communications:** All communications with the judicial office must comply with Canon 3 of the Code of Judicial Conduct, which prohibits a judge from initiating, permitting, or considering ex parte communications and from considering other communications outside the presence of the parties concerning a pending or impending proceeding, unless authorized by law. All parties must be copied on any e-mail directed to the judicial office, unless an ex parte communication is authorized by law.

- **Unsolicited Communications:** Unsolicited communications from non-parties will not be considered by the court. Parties may only contact the judicial office in accordance with these practices and procedures.
- **E-Filing Portal Contact Information:** All attorneys and self-represented litigants must provide an e-mail address to receive signed orders electronically, unless excused. Fla. R. Gen. Prac. & Jud. Admin. 2.516. It is the responsibility of attorneys and self-represented litigants to update their contact information using Form 2.603 any time there is a change in the e-mail account registered for electronic service.
- **Response to Inquiries:** The Judicial Assistant is not authorized to provide legal advice. If the Judicial Assistant is out of the office, an email or phone number will be provided for emergencies only.
- **Other Communication Procedures:** These policies and procedures may be amended from time to time and should be referred to before contacting the Judicial Assistant regarding courtroom policies and procedures.

B. Scheduling Procedures

- **Court Schedule:** All parties are required to give a good faith assessment of the time needed for the hearing. If other parties are waiting, and your case goes over the time limit chosen, it may be terminated, and you will have to reset the remainder of the hearing.
- **Scheduling Hearings:** Hearings times are obtained by using the Judicial Automated Calendaring System (JACS - <https://jacs.flcourts18.org/public>). The time you pick must be before the Trial period (Docket Review) for that case. To determine if a date is before the Trial period, you can use the monthly calendars posted on the 18th Judicial Website at <https://flcourts18.org/attorney-citizen-resources/seminole-county-judge-bryanna-bynum/>. If a different duration other than 15-minutes is needed, you must find consecutive slots that equal the amount of time needed (i.e. if you need 1-hour, make sure there are four consecutive 15-minute slots available). Once the hearing is coordinated with all appropriate parties, email the JA, copying the opposing side, with the bullet point information requested in the JACS instructions. **Please note you are not permitted to schedule on JACS.**
- **To View Available Hearing Time:**
 1. Go to <https://jacs.flcourts18.org/public>

2. To find available hearing time: Under “Time Slot Search”, click on “By Judge” and select “Judge Bynum” to search for available hearing time.
3. Review the Instructions at the top of the page.
4. Under “Filters”, make sure all boxes say “All”. The available dates and times will be shown for each month.

NOTE: You cannot be logged in as an attorney in order to see Judge Bynum’s available dates/times because Judge Bynum does not permit online scheduling in Criminal.

- **Scheduling Hearings – Domestic Injunctions:** Domestic Injunction Hearing times are NOT listed on JACS. Contact the JA for dates and times to coordinate with the opposing side. Once coordinated, you can file the NOH and the Clerk will add it to our Domestic Injunction Docket. The JA does not need a copy of the NOH.
- **Notice of Hearing:** A notice of hearing must be filed and served immediately after the JA confirms the hearing time is reserved. The notice of hearing must specify the matter(s) to be heard. Submit the hearing notice via *e-filing* to the Clerk with copies to all parties involved. **Do not** send a copy to the Judge/JA. All notices of hearing must contain the ADA notification required by Florida Rule of General Practice and Judicial Administration 2.540. **Do not** send a copy to the Judge/JA.
- **Cancelling Hearings:** You must cancel hearings by notifying the Judicial Assistant immediately. Only the party that scheduled the hearing may cancel the hearing. The hearing should be cancelled no later than five (5) business days before the scheduled date so that the time may be available for other attorneys. You must also immediately file and serve a notice of cancellation on opposing counsel and any self-represented litigant. **Note:** If the hearing was scheduled at the Court’s request, it may NOT be cancelled, and all parties must appear.
- **Courtroom:** Courtroom is “4A”, unless otherwise designated by the Court (i.e. Arraignments, Traffic Court etc.). The Courtroom location can also be found on our monthly calendars posted on flcourts18.org, under “Attorney Resources,” “Dockets & Hearing Calendars,” “Seminole Civil Dockets & Hearings.”
- **Matters Not Requiring a Hearing:** Some matters do not require a hearing, and a proposed Order may be submitted through the e-portal in Word format, along with a separately filed Cover Letter indicating no objection to the proposed Order; and/or with a properly filed Stipulation. The Motion should also indicate that all interested parties have been contacted and their position must be indicated in the Motion. For any Motion, including Motions where the parties agree, the Court may enter an Order, or may require a hearing, as is the discretion of the Court.

Examples of matters not requiring a hearing:

- Motions to Withdraw as Counsel when filed by The Office of the Public Defender or the Office of Civil Regional and Criminal Conflict Counsel when the Motion is based upon a conflict of interest, due to the representation of a co-Defendant, Witness, or Victim.
- Motion for Substitution of Counsel (Signed by Attorneys and the Defendant) and in compliance with Fla. R. Jud. Admin. 2.505(e)(2).

C. Remote Appearance

- **Virtual appearances are permitted by attorneys for the Pre-trial Conference. All other requests must be made by motion.** To request permission to appear virtually, a motion and Proposed Order must be submitted via e-filing a minimum of **five (5) business days** prior to the hearing. The Proposed Order must state the date and time of the hearing, and the name of the party appearing virtually. Good cause must be presented in the Motion. If the Judge grants your Motion, you must contact the JA (collette.colegrove@flcourts18.org) immediately, so the docket can be updated. It is the responsibility of the requesting party to obtain the virtual link. Please do not contact the JA and ask to appear virtually. Telephonic appearances are NOT permitted for any hearings.
- **Platform Used:** The court uses Microsoft TEAMS for remote appearances.
- **Platform Meeting ID#:** Judge Bynum's Virtual Courtroom Link is <https://fl18.org/judgebynum>.
- **Requirements:** If you receive approval to appear virtually, the attorney or party appearing virtually needs to stand by for up to 1-hour from the time the hearing is set to be let in from the virtual waiting room. Please do not call or email the JA and ask how long you will have to wait.
- **Technology Needs:** A laptop or phone with a camera and a microphone. An internet connection, Wi-Fi, or cellular is fine.
- **Other Remote Appearance Procedures:** *Please see "Judge Bynum's Virtual Courtroom Instructions" page 12.*

D. Submission of Orders

- **Format:** All proposed orders must be submitted in Word format (It helps if the version of Microsoft Word is 2007 or greater). All proposed orders must be accompanied by a cover letter either (1) certifying that all parties agree to the order or (2) containing a statement identifying any disagreement of the parties as to the proposed order. If it is an

agreed Order, please state this in the opening paragraph or heading of the Order. Do not ask opposing parties to contact the Judge's office with objections to a proposed Order. Do not submit duplicate orders to the Court. You must wait until your Motion/pleading is accepted by the Clerk before e-filing the proposed Order, to avoid rejection.

- **Submission Method:** Please submit all proposed Orders through the e-portal as a "Proposed Order" (i.e. NOT as a "Pleading on Existing Case). If your proposed Order pertains to a matter set for hearing before the Court, do not submit your Order until after the hearing has concluded.
- **Other Procedures Relating to Submission of Orders:** DO NOT submit Orders with blank spaces; submit the Order with the wording you want. The Court can make changes if needed. If you are submitting an Order to Continue a PTC or Docket Review, include the next date, time, and location in your proposed Order. You can obtain dates from the monthly calendar posted online at <https://jacs.flcourts18.org/login> (Attorney login required. DO NOT email the JA with "courtesy copies" of a proposed Order, or to notify the JA that a proposed Order was e-filed.
- **Rejections:** The court will provide the reason why a proposed Order was rejected. Please make all necessary corrections and resubmit the proposed Order. Attorneys and their assistants are expected to read the reason for the rejection and to make any necessary corrections before resubmitting proposed Orders to the court. Do not resubmit proposed Orders to the Court after receiving a rejection before curing any defect(s) indicated in the rejection. Do not contact the Court to request legal advice; the court cannot provide legal advice.
- **Service:** Moving party (attorney) is responsible for service of signed orders to all non-registered pro-se parties (meaning all persons that are not registered to receive pleadings via the e-portal). Within five (5) days from the date of e-service of the signed Order, the moving party (attorney) shall furnish a copy of the signed Order to each self-represented party by U.S. Mail. A certificate of mailing said Orders shall be filed with the court no later than five (5) days after the Order is signed. *DO NOT presume that the Clerk has served your Order to an interested party or participant in a case.*
- **Coding:** The bottom of all Orders must be worded as follows (do not use indentations, spaces, or tabs before or after the coding; use the align button instead. Do not use page breaks or column breaks at the bottom of the Order, and do not put the CCCC and AAAA on the same line, or the coding does not work.

DONE AND ORDERED in Sanford, Seminole County, this DDDD.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that copies have been furnished via e-service on MMMM.
CCCC

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Use the following Certificate of Service in cases wherein one party is not registered in the e-portal.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that copies have been furnished via e-service on MMMM. Moving party is responsible for the service of all non-registered pro-se parties.
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- **Other Submission of Orders Procedure:** *Please see attached “Procedure for Submitting Proposed Orders in Seminole County” page 9-10 and “Sample” page 11.*

E. Courtesy Copies of Case Law and Other Documents

- **Submission Method:** If counsel wants to provide Case Law, Memorandums or a Hearing Binder for any Hearing, the materials should be uploaded to the Clerk’s Case Records System. Please see page ** for instructions.
- **Deadline for Submissions:** At least five (5) business days prior to the Hearing.

F. Emergency Hearings

- **Requirements:** If a party believes there is a factual basis for setting an emergency hearing, a detailed motion setting forth the following must be filed: (1) the issues to be resolved, (2) reasons why an emergency hearing is necessary, and (3) the amount of time needed for each party’s presentation. A courtesy copy of your Emergency Motion must be emailed to the JA upon filing, and the Court will determine if it meets “emergency” criteria.
- **Scheduling:** If the court determines that an emergency exists, a hearing will be scheduled unilaterally by the court. All parties shall make themselves available for the emergency hearing, barring exigent

circumstances.

G. Motions

- **Motions to Continue PTC/DR:** The Motion must indicate the State's position. If unable to obtain the State's position, the Motion must indicate such. The Motion and Proposed Order must be e-filed at least five (5) business days in advance. Untimely submissions may not be addressed by the Court. If a Motion to Continue PTC/DR and a proposed Order (properly coded) are filed and you receive the signed Order Granting a Continuance back before the PTC/DR, you are excused. If you do not receive a signed Order Granting the Continuance back before the PTC/DR, you are required to come to the PTC/DR. DO NOT email the JA and ask for the status and/or for the Order to be signed.
- **Motions for Early Termination of Probation:** Motions for Early Termination of Probation must be filed with the Clerk of Court, with copies to the State. The Motion must include verification from the Probation Officer that all terms and conditions of supervision have been satisfied, including costs, fines, fees, and restitution. The Motion must also include the State's position. The Court will not consider a Motion for Early Termination of Supervision if all terms, conditions, costs, fines, fees, and restitution have not been satisfied. The court cannot consider a Motion for Early Termination of Probation submitted by pro se litigants when these procedures have not been followed because the Court may not engage in ex parte communications with a party. Pro se parties must contact their Probation Officer for the procedure to seek early termination.
- **Pro Se Defendants:** Pro se Defendants are responsible for abiding by all applicable laws and rules of this State, including the Court's procedures. The Court may not engage in ex-parte communications with a party. Copies of any requests, letters, and motions must be served to the State. If the request, letter, or motion requires the court to rule, the State's position must be included in the request, letter, or motion. See Motion for Early Termination of Probation. Failure to include the State's position may result in a denial of the request, letter, or motion. The Court may otherwise require a hearing.
- **Motions to Withdraw as Counsel:** If the attorney can obtain a signed consent from their client, then the proposed Order may be e-filed through the Clerk's portal for the Judge's electronic signature. If a signed consent is unable to be obtained, then the Motion must be set for a hearing. The proposed Order allowing withdrawal of counsel must reflect the following:
 - The client's name, last known address, telephone number, and, if possible, e-mail address.

- A statement that all pleadings are to be furnished to the client.
- A statement that the client is responsible for notifying the Clerk of Court, in writing, within 5 days of any change of address.
- If new counsel has been retained by the client, then all information must be sent to the new attorney, and their information must be included in your proposed Order allowing withdrawal.

This section does not apply to The Office of the Public Defender or The Office of Civil Regional and Criminal Conflict Counsel when the Motion to Withdraw is for reasons indicated under “Matters Not Requiring a Hearing.”

H. Pre-Trial, Violation of Probation, Docket Review Procedures

- **Pre-Trial Conference:** FAILURE TO APPEAR (by Defendant) - If a Defendant, whose appearance has not been waived in accordance with Fla. R. Crim. P. 3.180(a)(3), fails to appear for Pre-Trial Conference, a warrant for his or her arrest may be issued. FAILURE TO APPEAR (by Attorney) - If an attorney fails to appear for Pre-Trial Conference and fails to procure adequate coverage by a licensed member of the Florida Bar in good standing, the case will be set for Docket Review. The attorney AND Defendant MUST appear for Docket Review. Waivers of appearance will not be permitted in these circumstances.
- **Violation of Probation/Orders to Appear:** Violation of Probation Arraignments are a mandatory in-person appearance for the Defendant and Attorney. No waivers of appearance are permitted.
- **Docket Review:** Is a mandatory in-person appearance for the Defendant and Attorney. No waivers of appearance are permitted. FAILURE TO APPEAR (by Defendant) - If a Defendant fails to appear for Docket Review, a warrant for his or her arrest may be issued. FAILURE TO APPEAR (by Attorney) - If an Attorney fails to appear for Docket Review and fails to procure adequate coverage by a licensed member of the Florida Bar in good standing, the case will be set for trial. The Attorney AND Defendant MUST appear for trial. Waivers of appearance will not be permitted in these circumstances.

I. E-Filing Procedure

- **Procedure:** The E-portal may be accessed at <https://www.myflcourtagency.com>. All documents must be filed using the E-portal, eliminating the need to send anything to Judge Bynum. If there is a Pro Se litigant, then you are responsible for distributing copies to them.

- **Help:** For help, please go to <http://seminoleclerk.org/resources/SeminoleEfilingInfo.htm> or e-portal support <https://www.myflcourtaccess.com/Common/UIPages/Contactus.aspx>. You may also contact the E-Portal service desk at support@myflcourtaccess.com.

J. Other Division Procedures

ADA Accommodations: If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator, Downtown Civil Courthouse, 301 N. Park Avenue, Sanford, FL 32771, 407-665-4227, at least 7 days before your scheduled court appearance, or immediately on receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

- **Interpreter Requests:** If an interpreter is needed for a hearing or trial, please contact Court Administration (not the JA) one of the following ways at least 48-hours in advance: call 407-665-4945, use the interpreter request link on the 18th Judicial Website (<https://flcourts18.org/interpreters/>), or email Interpreter.Seminole@flcourts18.org.

PROCEDURE FOR SUBMITTING PROPOSED ORDERS IN SEMINOLE COUNTY

1. From the e-Portal, main filing page, select “Proposed Orders” (see map, red circle)
2. Click the arrow, and select “Seminole” for the county (see map, blue circle)
3. Proposed orders must be submitted in Microsoft Word, with 1” margins all the way around, and in the .docx format (all lower-case letters, file name, no other punctuation, and .docx).
4. Please see Judges’ Policies and Procedures for Cover Page requirements. (Cover page format must be .pdf, and there must only be 1 period in the file name)
5. **Do not use indentations, spaces, or tabs before or after the coding in the bottom order; use the align button instead, or the coding does not work. Do not use page breaks or column breaks at the bottom of the Order, and do not put the CCCC and AAAA on the same line, or the coding does not work.**
6. DJMCA FORMAT: DJMCA is how ICMS knows where to place the signature and signature dates.
 - a. You must use the two codes as pairs (e.g., JJJJ & DDDD for Judge’s signature)

- b. The codes must be all capital letters.
- c. You must add all 4 letters for each field.
- d. These codes should only be used once per line. Two codes per line will not work.

DJMCA Codes in pairs:

- 1) DDDD = Judge Signature Date/ JJJJ = Judge Signature
- 2) MMMM = Mailing Date/ AAAA = Judicial Assistant Signature
- 3) RRRR = Reported and Recommended date /GGGG = General Magistrate or JHO signature
- 4) screenshot
- 5) CCCC = Service List

Note: Portal communications will come from the email address workflow@flcourts18.org. Make sure this email is not being blocked by your email server.

Submitting an Appendix in Seminole County **For “backup” documents**

1. Appendix must be a .pdf file
2. On the first page,
 - a. Make sure the **Case Number** is prominently displayed
 - b. Also, make sure it reads: Appendix for [the name of the order it should follow]
3. Select “Order Appendix” (see image below) for the document type.

Add/Edit Document

Document #:
New Document
Filing Fee:
\$0.00
Clear

Search:

WARNING: Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. [Click here to see a video on how to Remove Metadata from Word Document.](#)

Enter Search criteria and tab or hit enter to filter the list

Cover Letter

☐ Cover Letter

Judicial

☐ Risk Protection Order

Judiciary

☐ Order Appendices
☐ Proposed order

1 - 3 of 3 items

Unopposed/Opposed:
☐ The proposed document is unopposed, or a default has been entered against the defendant(s).
☐ The proposed document is opposed.

Upload:
Browse...

Document Title:
Save
Cancel

For Portal support use this link:

<https://www.myflcourtaccess.com/Common/UIPages/Contactus.aspx>

SAMPLE PROPOSED ORDER

IN THE COUNTY COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT IN AND
FOR SEMINOLE COUNTY, FLORIDA

Case: 2024-MM-001234

STATE OF FLORIDA,

Plaintiff,

vs.

JOHN DOE,

Defendant.

_____/

ORDER ON DEFENDANT'S MOTION TO CONTINUE

THIS CAUSE, having come before the Court on Defendant's Motion to Continue filed herein on April 1, 2024, and the Court having considered the matter and being otherwise fully advised in the premises, without objection from the State, it is

ORDERED AND ADJUDGED:

1. Defendant's Motion to Continue is GRANTED.
2. The above-styled cause is continued from the April 9, 2024, Pre-Trial Conference Docket to the Pre-Trial Conference Docket of May 7, 2024, at 9:30 a.m. in Courtroom 4C, Seminole County Criminal Justice Center, 101 Eslinger Way, Sanford, Florida.

DONE AND ORDERED in Sanford, Seminole County, this DDDD.

JJJJ

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that copies have been furnished via e-service on MMMM.

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"If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. If you require assistance please contact: ADA Coordinator at Seminole Court Administration, 301 N. Park Avenue, Suite N301, Sanford, Florida, 32771-1292; (407) 665-4227. NOTE: You must contact coordinator at least 7 days before your

scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired in Seminole County, call 711.”

SAMPLE PROPOSED ORDER
JUDGE BYNUMS VIRTUAL COURTROOM
MICROSOFT TEAMS

Please note:

Judge Bryanna Bynum's remote video hearings are held via Microsoft Teams. Seminole County Court does not utilize Zoom. The virtual courtroom is accessible via the link or QR code below, or by typing the link below into Microsoft Edge or Google Chrome web browser.

JUDGE BYNUM'S VIRTUAL COURTROOM ACCESS IS:

<https://fl18.org/judgebynum>



NOTE: **Teams works best if you download the free application.** The dedicated link listed above leads to a “waiting room” where you are to remain until the Court “lets you in” to the hearing. Any public hearings that would normally be conducted in the Courtroom are still public hearings when conducted virtually.

For emergency purposes only, if you cannot connect, the backup telephone line is +1 386-310-1754 United States, Daytona Beach (Toll) Conference ID: 826 624 232#

Be advised that your hearing may need to be continued if you call in.

At the designated time that your case is noticed for a hearing, you will enter the virtual lobby by clicking the link or scanning the code. Please understand that multiple hearings may be set for the same time. You will be called to enter the virtual courtroom once the Judge is ready for your hearing.

PROCEDURES AND INSTRUCTIONS FOR VIDEO TEAMS HEARING

WHAT YOU WILL NEED TO PARTICIPATE:

1. A laptop or phone with a camera and a microphone.
2. An internet connection. Wi-Fi or cellular is fine.

ONCE CONNECTED:

Before the hearing, make sure that you are properly named. Unidentified parties will not be permitted entry to the hearing.

When you sign in, be sure that the video is on and the audio is muted, until the Judge calls your case. The “mute” audio setting is usually found in the upper right corner of your video block.

No party or witness may use a virtual background, and the Court may require participants to share their surroundings to ensure that these procedures are followed.

CIVIL HEARINGS: The Judge will not be recording Civil Court proceedings. If you want to record a proceeding, you must hire, schedule, and have present either in the courtroom or on the Court's virtual link a licensed Florida Court Reporter. Any unauthorized recordings of proceedings are strictly forbidden.

ADMISSION TO HEARING:

1. Upon signing in, you will initially be placed in a "waiting room" for admission by the Hearing Host (the Court) and "admitted" into the hearing once your hearing is ready to begin.
2. Due to technical issues or scheduling, your hearing may not start on time. Nevertheless, you are expected to appear on time and remain in the waiting room until admitted.
3. **NO CHILDREN OR WITNESSES** shall be present with the party in the room while the hearing is occurring. Parties shall appear from a separate room with a door, and not from an open space in the office or home.
4. The use of technology requires a rigid rule of speaking one at a time. If you fail to respond to the Court's requests to stop speaking out of turn, then you will be muted.
5. Courtroom decorum rules apply. All parties, witnesses, and attorneys shall be dressed appropriately, and each party who appears for hearing shall appear for court from a quiet and private environment.

INTERPRETERS:

CRIMINAL: Interpreters are provided in Criminal Hearings, but the defendant/defense counsel must contact Court Administration at least 48-hours prior to the hearing to schedule the interpreter.

DV and CIVIL HEARINGS: Because Domestic Relations and County Civil courts are not considered "Due Process" Courts, interpreters are not provided. If a party or witness needs the assistance of an interpreter, then the litigant who needs the interpreter (or whose witness requires assistance) is responsible for providing the interpreter.

Rule of Judicial Administration 2.560(e) requires interpreters to be court-certified unless there is "good cause." If desired, a list of certified interpreters can be found here: <http://www.flcourts.org/resources-and-services/court-services/court-interpreting/find-an-interpreter.shtml>

No minor child and no children (minor or adult) who are common to the parties shall be permitted to serve as an interpreter.

Please make sure that the chosen interpreter has an official form of identification (such as a driver's license or state identification card) so that they may be sworn in by the Court at the time of the hearing. Ideally, interpreters and the individual being assisted should have headsets for interpreting to be simultaneous; otherwise, there will be delays in the hearing.

WITNESSES

1. In accordance with the rule of sequestration, witnesses will not be permitted entry into the virtual hearing room until it is their turn to testify.
2. The start time of the hearing is not necessarily when witnesses will be called to testify. Witnesses need to anticipate being on standby for the duration of the hearing/trial.
3. Each party will be responsible for contacting their witnesses when it is time for them to log in to provide testimony. For shorter hearings, witnesses may remain in the "waiting room" to be admitted by the Court.

4. It is the responsibility of the party (or their attorney) to ensure that each of their witnesses has the necessary technology to participate in the remote hearing and an interpreter, if needed.

Witnesses SHALL NOT appear to testify from the same room as the attorney or self-represented party. Witnesses should participate in the videoconference hearing remotely from their own home or office, but at a minimum will be expected to be in a separate room with their own equipment.