

**IN THE CIRCUIT COURT OF THE THIRTEENTH JUDICIAL CIRCUIT  
IN AND FOR HILLSBOROUGH COUNTY, FLORIDA  
FAMILY LAW DIVISION**

In Re: The Marriage of:

\_\_\_\_\_,  
Petitioner / Husband,

Case No.:

and

Division:     B

\_\_\_\_\_,  
Respondent / Wife.

\_\_\_\_\_/

**ORDER REQUIRING ELECTRONIC/TELEPHONIC APPEARANCES**

THIS CAUSE came before the Court on its own review pursuant to Administrative Order S-2020-023 (Court Proceedings During COVID-19 Mitigation Efforts – Phase II) issued April 15, 2020; Rule 2.215 of the Florida Rules of Judicial Administration; and as part of reasonable temporary public health measures taken to assist with minimizing the spread of COVID-19. The Court finds it is appropriate to order the parties and counsel to attend court proceedings by audiovisual conferencing (preferably Zoom); teleconferencing; or another approved electronic means.

The hearing set for \_\_\_\_\_, 2021 at \_\_\_\_\_ a.m./p.m. will be conducted by electronic means only and not in person. The Court's Zoom link is <https://zoom.us/j/6066682029> and Zoom Meeting ID is **606-668-2029**. The Zoom App is available for free for IOS and Android devices, and it may also be accessed via desktop or laptop computer. This is a free service. The Zoom Help Center is at <https://support.zoom.us>. Please visit the Court's [website](#) for additional information and videoconferencing tips. **You do not need to be together to use Zoom and all parties and counsel should plan to appear separately. Please input your actual name for the video conference or change the name of your device.**

Testimonial evidence may be introduced by videoconference.  
**(Please have a photo ID to present over the videoconference).**

**You Should:**

- Test equipment and connection ten minutes before the Electronic Court Proceedings ("ECP") starts;
- Properly identify participants at the beginning of the ECP;
- If attending via the videoconference function, participants should ensure that their name and role in the ECP (e.g. counsel for petitioner or witness, is reflected in the user's identification.
- If attending by telephone, where possible the participant should announce their appearance to allow the court and court reporter to correlate the phone number with their identity.
- Wear proper attire. No hats please. Dress and look like you are going to court.

- Do your best to have a stable internet connection. Ask others in your house or office to avoid large data use (game streaming; video streaming; etc.) while on a videoconference call.
- Use your full real name. Avoid using nicknames or the device's default name setting.
- Reduce or eliminate background noise;
- Turn off or mute other electronic devices that may create interruptions or distractions (e.g., mobile phones or notification settings with audible alerts);
- Be as still as possible while speaking and waiting to speak.
- Do your best to have a solid or non-distracting background, or utilize a virtual background.
- Avoid "backlighting" by having a light source emanating from the direction of the screen and camera towards the participant.
- Refrain from consuming food during the ECP;
- Be aware and alert of surroundings that might create background noise or a lack of privacy relating to sensitive discussions
- Have the camera face you straight on. Avoid leaning in or away from camera.
- Be aware of your microphone and audio set up. Mute your microphone unless you are speaking.
- Speak slowly and clearly. Avoid speaking over others and Do not speak over another participant unless making a lawful objection;
- Mute the session unless speaking;
- Raise a virtual hand before unmuting unless directly spoken to
- Avoid typing during the conference.

## **EVIDENTIARY HEARINGS**

If you intend to introduce evidence, you must file a notice that clearly indicates your intent. Moreover, exhibit notebooks must be provided to the Court at least 48 hours prior to the hearing. If you fail to follow these requirements, you may not be able to introduce your exhibits.

ORDERED at Hillsborough County, Florida on \_\_\_\_\_.

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Alissa M. Ellison  
Circuit Court Judge

Copies to:  
Parties and Counsel