

*****IMPORTANT FOR ALL PERSONS HAVING ZOOM HEARINGS BEFORE THE COURT*****

Pursuant to administrative order, this Court will have all hearings in person with the exception of the following hearings:

- 1) Initial Attorney CMC docket;
- 2) Any uncontested hearings or uncontested final hearings that parties would prefer to have by Zoom;
- 3) Any adoption hearings that parties would prefer to have by Zoom.

ALL other matters will be heard in person without exception on or after August 2, 2021. Matters which were noticed to be heard by Zoom prior to August 2, 2021, will be heard by Zoom (unless parties both agree to hear the matter in person).

For matters which will be heard by Zoom, the rules and information noted below apply.

- Zoom link: <https://zoom.us/j/96980509625?pwd=VEd0VE9XdzBJcXd0Tnltb1VRcGtYUT09>
- Meeting I.D.: 969 8050 9625
- **Password: Email Ms. Jones at famlawdivA@FLjud13.org to obtain a password. Ms. Jones may also be contacted by phone at (813) 272-6992, however email contact is preferred at this time.**

Court Preferences and Zoom Hearing Guidance:

General Guidance for Appearing on Zoom

- Login 5 minutes in advance of hearing to avoid delays.
- Make sure your screen name matches your actual name (first and last).
- Make sure you have good internet connection, good microphone, good camera/video.
- Don't start talking until you see everyone's sound is connected and you have given the Court an opportunity to speak first.
- Avoid distracting virtual backgrounds.
- Zoom hearings can run slower than in-person hearings due to a number of reasons, so estimate more time into your hearing to accommodate.

Presentation of Evidence

How to get evidence to the Court:

- Send to JA, Ms. Jones, in an email (cc to other side) if the attachment is not too large.
- If attachment is over 15MB, send a document share file link (such as dropbox).

Format in which to present evidence to the judge:

- Exhibits in ONE pdf document.
- Have a Table of Contents with NOT just exhibit names/letters (A, B, C, or 1, 2, 3), but have the Table of Contents list the specific page number of the corresponding exhibit (working hyperlinks in the Table of Contents can also do the same thing).
- A hard copy binder may be used but you must provide that to the Court at least 2 complete business days before the scheduled hearing time.

How to stay organized with exhibits entered / ensure exhibits are entered properly in the record:

- Give court a blank exhibit sheet (with columns for "admitted," etc.).
- File the exhibits in advance of hearing.
- Include in the order after the hearing which exhibits were admitted.

Presenting caselaw:

- One pdf document with Table of Contents that lists the specific page number of the corresponding cases.
- If there are two or less cases which a party seeks the court to review in advance of the hearing, they may be sent individually (i.e. not scanned into a single pdf).

Timing of exchange with opposing side / counsel:

- Follow any orders of the Court that may modify the guidance noted below.
- At a minimum, exhibits and caselaw should be exchanged two business days before the hearing date.
- DO NOT attempt to wait until the morning of the hearing to provide exhibits and/or caselaw to the other side and the court. This may result in either your hearing being continued, your exhibits/caselaw not being considered, and/or other sanctions.

Noticing Hearings:

Any party noticing a hearing shall include the following language in the hearing notice:

This hearing set for [INSERT DATE HERE] at [INSERT TIME HERE] shall be attended remotely by the parties by using the following link:

<https://zoom.us/j/96980509625?pwd=VEd0VE9XdzBJcXd0TnlTb1VRcGtYUT09>

The zoom meeting ID number is 969 8050 9625.

The zoom meeting password is [INSERT PASSWORD OBTAINED FROM MS. JONES]

Parties must access the link using a computer or phone with video and microphone capabilities.

Court reporters may also do the same using the above link. **IF PARTIES DO NOT HAVE**

ACCESS TO A COMPUTER OR PHONE WITH VIDEO AND MICROPHONE

CAPABILITIES WHICH CAN CONNECT TO THE ZOOM APP OR WEBSITE,

PARTIES MUST CALL IN ON ONE OF THE FOLLOWING NUMBERS AND ENTER

THE ZOOM MEETING ID OF 969 8050 9625 and PASSWORD OF [INSERT

PASSWORD HERE OBTAINED FROM MS. JONES] WHEN PROMPTED: (312) 626-

6799; (929) 205-6099; (346) 248-7799; (253) 215-8782; OR (301) 715-8592. Parties, counsel

and court reporters are not allowed to attend the hearing in person at the courthouse. If you have

never used the Zoom app or website, please ensure the Zoom app is downloaded on your phone

or computer prior to the set hearing time to avoid delays.