

**YOU MUST RESERVE AND SCHEDULE YOUR HEARING
TIME THROUGH BENCHMARK**

**follow instructions attached on bottom of Judge's cover
page,**

keep in mind there are two sets of instructions,

one for

COUNTY CIVIL/SMALL CLAIMS

and one for

GUARDIANSHIP/PROBATE

HEARINGS ARE CONDUCTED IN PERSON

**Notice of hearing must reflect in person
appearance, courtroom 301.**

Each interested party may motion to appear via ZOOM individually.

Motion(including explanation) and proposed order(use template attached) to
appear via ZOOM **must be filed through e-portal at least 48 business hours
ahead of the hearing.**

For participants appearing via zoom: The court requests that case law or other
documents offered for consideration be e-filed no less than two (2) business days prior
to the hearing.

IN THE COUNTY COURT OF THE SEVENTH JUDICIAL CIRCUIT IN
AND FOR FLAGLER COUNTY, FLORIDA

CASE NO.

Plaintiff,
v.

Defendant.
_____ /

ORDER ON MOTION TO APPEAR REMOTELY VIA ZOOM

Defendant’s OR Plaintiff’s (select applicable) Motion to Appear Remotely via Zoom for
the Hearing on Defendant’s OR Plaintiff’s (select applicable) (matter) on
(date/time) before the Honorable Andrea K. Totten is hereby

GRANTED (Zoom instructions below)

<https://flagler.zoom.us/join> and enter meeting ID: 386-313-4525 OR click this URL to start or join
<https://flagler.zoom.us/j/3863134525>

For participants appearing via zoom: The court requests that case law or other documents offered
for consideration be e-filed no less than two (2) business days prior to the hearing.

DENIED

DONE AND ORDERED in Chambers in Flagler County, Florida this _____ day of
_____, 2021.

ANDREA K. TOTTON
County Judge

Zoom Hearing Etiquette:

- 1. Be On Time**
- 2. Dress Appropriately**
- 3. Set The Right Environment & Background(preferably indoors, do not drive)**
- 4. Stay Muted Until You Speak**
- 5. Get A Good Microphone & Webcam**
- 6. Make Sure Your Internet Connection Is Stable**
- 7. Don't Multitask – Stay Focused**
- 8. Don't Eat, Smoke, Or Slurp Your Drink(no alcoholic beverages)**
- 9. Speak Clearly**
- 10. Listen & Don't Talk Over Others**
- 11. Maintain Eye Contact & Position Your Webcam Correctly**
- 12. Your Full Legal Name, First and Last, must appear. No Nicknames.**