

Your required court appearance is scheduled via **Zoom video conferencing**.

To appear by Zoom, you will need a computer or smart phone. It must have **video and audio** capability.

You will need to download the app or access the website <https://zoom.us/>. The app is the easiest to use and most reliable.

On the app, the below screen will appear. You do not have to “sign up” or create an account to attend.

Simply click “Join a Meeting”.

(instructions continue below photos)

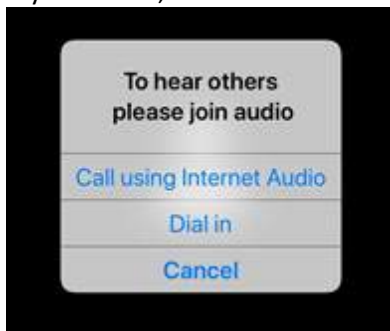


The next screen is where you enter the **Meeting ID number** which is located on the insert that came with your notice. **You must also enter your name so it will appear to the judge and the court’s digital recording and click “join.”**



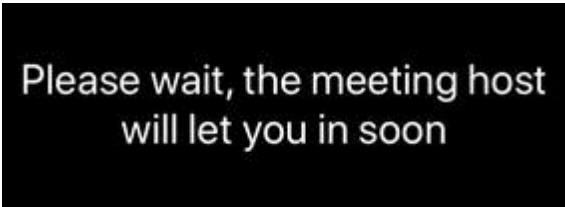
After you click “join” you may receive the below pop-up. Select **“Call using Internet Audio.”**

If you do not, there will not be audio on both sides and your case cannot be addressed.



When you get the below screen, you are connected to the meeting.
The Judge will bring you into the session shortly.

Please do not disconnect. These are small sessions and we are addressing cases as quickly as possible.



Please wait, the meeting host
will let you in soon

If you access ZOOM via your computer, the “Join” button will be on the upper right. Your computer will not be compatible with our needs unless it has a webcam and microphone.

REGARDING AUDIO:

When you join, your microphone will automatically be set on “mute.” There will be a microphone icon at the lower left of your display. Make sure it is muted, which will be indicated by the color **RED**. Only unmute your microphone when the judge calls your case. If the icon is **GREEN** everyone in the session can hear you.

If for any reason the addressing of your case is paused, be sure to put mute back on until you are addressed again.

There may be a time you are sent by the judge, into a separate area to speak to an attorney in private. Upon returning to the main session, please mute again.

If you have any questions regarding these instructions, please email division83@circuit7.org or call 386-257-6042.

If you are not able to attend the Zoom session, we will need a written explanation sent by email to clerk@clerk.org The judge will review and either reset your case for another Zoom session or, if you are unable to do Zoom, an in-person session.

For correspondence by US Mail, the Clerk of Court’s mailing address 125 E. Orange Ave., Daytona Beach, FL 32114.