DIVISION 36- ZOOM INSTRUCTIONS

The following procedures will apply to all Division 36 Zoom hearings or trials scheduled by Zoom appearance.

Please note, no Zoom appearance permitted for Injunction hearings. In person appearance ONLY

<u>Please remember this is a Court Appearance.</u> You are expected to maintain professionalism, dress appropriately and make sure that you are in an area with no distractions.

When appearing, please make sure that your video and audio are working properly prior to appearing. Attorneys- please make sure that you have contacted your client to verify that their video and audio are working properly.

Logging into Zoom

● The Court will provide you with a Zoom link (www.zoom.us) Meeting ID # 386 257 6051; Passcode 32114. To appear by telephone, dial (786) 635 1003 (same meeting ID and passcode)

● Log in no sooner than 5 minutes before your court event.

● Please change your name, so the Judge may identify you.

● Once you join, you will be placed in a waiting room. Please do not disconnect.

● Please mute your phone, tablet or computer and only unmute when the Judge calls your case.

● All Zoom events are being recorded. A recording begins immediately upon joining a court event.

● When your court event ends, please remember to "leave the meeting".

If a party intends to request the introduction of any documentary evidence in advance of the hearing. The parties or counsel of record are encouraged to confer and stipulate to the admissibility of evidence, if possible, and to determine whether documents already filed within the record may be judicially noticed. All exhibits should be labeled alphabetically and you must **copy the opposing side.** Marking the exhibits will allow the Court to identify and address each exhibit without confusion.

*The proposed exhibits must be delivered in hard copy to the Clerk Office, Attn: Angela Arnold, at least 5 days prior to the trial/hearing. This may be achieved by FedEx or mail if the party does not wish to come to the Courthouse.