

**Zoom Appearance Guidelines
for Judge Robert W. Pickens, III**

Zoom ID: 428 782 3005

Zoom link: <https://zoom.us/j/4287823005>

No passcode is required

The Court's Guidelines for appearance by Zoom are as follows:

Non-evidentiary hearings: Parties attending a hearing by Zoom must notify the Judicial Assistant, Leslie Pomar, by email (Lmpomar@circuit7.org).

Evidentiary hearings: Parties are required to file a Motion to Appear via Zoom and send a proposed order to division05@circuit7.org. Unless you receive a signed order, your attendance will be required in person.

All parties attending a hearing by Zoom will enter the hearing with their audio ***muted***.

The device must remain ***muted*** until your case is called.

When your case is called, please start video, and ***unmute*** your device. If you fail to respond when called, your case may be deferred until a later time.

Unless appearing by telephone, all parties must identify their device by using their first and last name. If you are an attorney, please list "Attorney" before your name.

Devices labeled as "iPhone" or similar generic listing are subject to removal from the hearing unless the user identifies themselves to the Court's Judicial Assistant and requests assistance in "renaming" their device. Pseudonyms are not permitted. For assistance, you may contact the Judicial Assistant, Leslie Pomar, at (386) 943-7060.

All persons appearing by audio-video device are requested to present themselves as if they were in court in person. As such, they should refrain from eating, drinking, smoking, or participating in external conversations while before the court.

Persons operating an automobile or any other moving vehicle, must bring the vehicle to a safe complete stop before actively participating in the hearing. If the Court observes that the person is in a moving vehicle and may be operating such vehicle, the hearing will be suspended until that person assures the Court that they are not operating a moving vehicle.

Persons wearing attire inappropriate for court appearance or distracting to others, may also be excluded or removed from the hearing.