

Hearing Guidelines for Division 57
Judge Joan M. Anthony
Delinquency, Dependency and Unified Family Division
(Effective November 1, 2021)

Judge Anthony will conduct Case Management Conference and Pretrial court proceedings **virtually** until further notice. All hearings and trials will take place via Zoom videoconference.

You can join a virtual hearing on Zoom from a PC, Mac, iPad, iPhone or Android device. If you are using a smartphone or tablet to access Zoom, you should download the free app and follow the directions for joining the hearing. From a desktop or laptop computer, you can access Zoom at <https://www.zoom.us>. In order to join the hearing, you will need the meeting identification number.

Effective February 15, 2021, the meeting identification number is:

904 827 5603

If you do not have access to a computer or smartphone, you will need a telephone number to call into the hearing. You may obtain this information as follows:

Zoom Requirements for Parties, Attorneys, and Participants

1. Although Zoom hearings and trials are conducted virtually, they are official court proceedings. All parties, attorneys, and participants shall conduct themselves at all times as they would in open court.
2. **Attorneys shall have their cameras on at all times, and shall appear at all proceedings in courtroom attire. Attorneys will direct their comments to the Court, and shall not argue with one another.**
3. The parties should log into Zoom or call approximately five (5) minutes prior to the scheduled hearing time. Once you have logged into the hearing, you will find yourself in a “waiting room.” You shall remain in the waiting area until your hearing is called. More than one case may be scheduled at the same time as yours, so your case may not start right at the scheduled time.
4. While you are in the waiting room, **please check to make sure your speakers, microphone, and camera are working.** Zoom will guide you through this process. Waiting until the hearing begins to do this causes unnecessary delays.
5. Please type your first and last name in the space provided to do so. Zoom will guide you through this process as well. The Court cannot identify you if your Zoom screen identifies you, for example, as “John’s iPhone” or “Samsung7568.”

6. Please find a quiet area to participate in the proceeding, as all proceedings are recorded. Do not smoke, eat, or chew gum during the proceedings.
7. When you are admitted from the waiting room into your hearing, please make sure your camera is on and your microphone is muted. If you are a party, parent, or witness, please unmute your microphone so the Clerk can administer the oath, and then place your microphone back on mute.
8. If you are only able to attend the hearing by telephone and cannot be seen, the Clerk will not be able to swear you in. Therefore, you will not be able to testify unless you are in the presence of a notary public or other official authorized to administer oaths. In certain instances, the Clerk or the Court will require witnesses who are able to appear on screen to verify their identity by showing photo identification prior to the Clerk administering the oath.
9. No attorney, party, witness, or spectator may use the Zoom app to record proceedings.
10. Late arrival or a failure to appear in dependency proceedings may result in the Court entering a default against you. In juvenile delinquency proceedings, missing your hearing may result in the Court issuing a warrant for your arrest.
11. In-person hearings will be set by the Court as needed, but only upon order of the Court.
12. If you have any questions, please contact the Court's Judicial Assistant at (904) 827-5603. Keep in mind that the Judicial Assistant cannot give you legal advice. Questions seeking legal advice should be directed to your attorney.