

Motioning for Appearance by Zoom

1. Litigants and attorneys who intend to participate in a hearing (as opposed to merely observe), must appear in person unless a motion requesting appearance by Zoom has been filed and permission granted.
2. Motions requesting appearance by Zoom must be separately filed by each individual seeking to appear by Zoom. The Court considers motions for Zoom appearance on a case-by-case and participant-by-participant basis, and a participant should not assume that they are permitted to appear by Zoom merely because permission has been granted to a different participant.
3. Motions seeking appearance by Zoom should contain an explanation for why the participant is requesting permission to appear via Zoom. Attached below is a template proposed order on motions for Zoom appearance that can be filled in by the movant and filed at the same time as the motion. Movants are not required to utilize the attached template, **but any proposed order must contain all of the information found in the template below.**
4. Motions requesting Zoom appearance should be e-filed at least two (2) business days prior to the hearing.
5. **Parties seeking to appear by Zoom are expected to familiarize themselves and comply with Florida Rule of General Practice and Judicial Administration 2.530.**

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
_____.

ANDREA K. TOTTEN
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 addressed by the Judge
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 focused on your face
12. Your Full Legal Name, First and Last, must appear followed by your case number. No Nicknames.