

### **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.** Do **NOT** e-file zoom motions/orders **BEFORE** you e-file your notice of hearing. Do **NOT** amend your notice of hearing if your zoom order is granted. ZOOM permissions are granted as to individuals **NOT** for all participants **AND NOTICES OF HEARING MUST REFLECT IN PERSON APPEARANCE** regardless of granted zoom orders.
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>**

**If granted the court requests that case law or any other documents/evidence 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.