

ALL HEARINGS ARE CONDUCTED IN PERSON
COURTROOM 301

YOU MUST RESERVE AND SCHEDULE YOUR HEARING
TIME THROUGH BENCHMARK FIRST

follow instructions in “IMPORTANT LINKS”, keep in mind there are two sets of instructions to
schedule a hearing time

one for

HEARING TIME COUNTY CIVIL/SMALL CLAIMS
DIVISION 61

and one for

HEARING TIME GUARDIANSHIP/PROBATE
DIVISION 48

AFTER you schedule your hearing and e-file in person notice of hearing

each interested party may motion to appear via ZOOM individually.

Motion(including brief explanation) and proposed order(use template attached) to appear via
ZOOM **must be filed through e-portal at least 48 business hours ahead of the hearing.**

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.

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. No Nicknames.