

**Seventh Judicial Circuit- Flagler County
COVID-19 Procedures and Scheduling
Judge D. Melissa Distler**

- **Criminal traffic and misdemeanor arraignments** may be conducted via zoom or in person.
 - **Pre-trials** may be conducted via zoom or in person.
 - **Juvenile Delinquency** may be conducted via zoom or in person.
 - **Violation of Probation** hearings will require in person proceeding unless a request is submitted to our office and the Judge permits zoom.
 - **Docket Sounding** will require in person proceeding unless a request is submitted to our office and the Judge permits zoom.
1. **The Court reserves the right to require in-person proceedings in ALL cases. If the Court is requiring an in person, proceeding you will be notified.**
 2. **In order to appear via zoom, the Defendant must provide the Judicial Assistant, Brittany Jones, Bjones@circuit7.org, with State issued photo identification (Drivers' license, identification card, passport, etc.) twenty-four hours prior to the hearing.**
 3. **If an interpreter is needed, it is the responsibility of defense counsel to arrange for the interpreter and the interpreter may attend by remote means for all hearings except for trials. Interpreter@circuit7.org**
 4. **In order to place a case on the docket, an attorney must contact the Judicial Assistant, Brittany Jones, Bjones@circuit7.org by email. The message must contain the style of the case, case number, and contact information of the attorneys involved.**
 5. **Prior to a case being heard by the Court, all efforts must be made by the Defense counsel to contact the State Attorney's Office and enter into plea discussions.**
 6. **If an attorney plans to have a witness appear via Zoom and all parties have agreed; to give sworn testimony, he/she must email a copy of the witness' State issued photo identification (Driver's license, identification card, passport, etc) to Judicial Assistant, Brittany Jones, twenty-four hours in advance of the date of appearance.**

INSTRUCTIONS FOR TELEPHONIC/ZOOM HEARING

PRIOR TO YOUR HEARING:

IF YOU HAVE SMARTPHONE/COMPUTER: Download the Zoom App at Zoom/Cloud/Meetings/App by Zoom.us or go to <https://zoom.us>. The App is FREE. If you do not have a Smartphone just use the call in number and Meeting ID provided below. Use of the Zoom App or a Computer with a camera will allow you to appear by both audio and video.

IDENTIFICATION/PHONE NUMBER: At least forty-eight (48) hours before your hearing, you must e-file a legible copy of your driver's license and/or state identification card with the Clerk of Court in your case number together with the phone number that you will use to participate in your hearing. Enlargements, to make the ID legible, are acceptable. Your identification and phone number must be filed no later than forty-eight (48) hours before the start of your hearing and this same requirement applies to each witness that you wish to testify if there is not a Notary Public present with said witness to identify said witness. If you do not have identification on file with the Clerk of Court, you and/or your witness may not be allowed to participate by telephone unless your identity is verified by a Notary as referenced above.

ON THE DAY YOUR HEARING IS SCHEDULED:

- Call the phone number below ten (10) minutes before the scheduled time or log on and join the meeting.
 - Have your driver's license or identification card with you or a notary available to identify you visually.
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IF USING A TELEPHONE WITHOUT THE ZOOM APP:

Please Note: These numbers are not for use at anytime other than your scheduled hearing time.

- Dial phone number: 1(415) 762-9988
- Your meeting ID is: 386 313 4520 # (pound sign)
- When it asks you to enter Participant Number: You are **not** assigned a participant number so only press the # [pound sign] button when prompted.
- You should hear: "You are in the meeting"
- Your call at this time will be on mute. **You will not be able to speak. Do not speak until you hear your name called.**

IF USING THE ZOOM APP:

- Go to the downloaded App
- Go to Join a Meeting
- Your meeting ID is: 386 313 4520
- Type in your name to identify your phone number by name
- Hit "join the meeting"
- Enable Video and Audio
- You should hear: "You are in the meeting"
- Your call at this time will be on mute. **You will not be able to speak. Do not speak until you hear your name called.**

IF USING A COMPUTER:

- Go to [https://zoom.us/](https://zoom.us)
- Go to Join a Meeting
- Your meeting ID is: 386 313 4520
- Enable Video and Audio if not automatically enabled
- You should hear: "You are in the meeting"
- Your call at this time will be on mute. **You will not be able to speak. Do not speak until you hear your name called.**

YOUR HEARING:

When you hear **YOUR** name called, please identify yourself and your phone number;

- Speak loud and clear.

- Make sure there is no other noise around you during your hearing.

At the end of your hearing, please hang up.

CONTACT YOUR ATTORNEY IF YOU HAVE QUESTIONS **BEFORE** THE DAY OF YOUR HEARING.