

## Division 56

### Virtual Appearance Procedures

All hearings are held in person. The Court does not allow participatory appearances by zoom unless an emergency exists, or as otherwise provided by Rule 3.116, Fla. R. Crim. P., and Rule 2.530, Fla. R. Gen. Prac. and Jud. Admin. Prior authorization by the Court is required.

Appearance via zoom will be granted for the following hearings only:

- Non-evidentiary pre-trial conferences scheduled for 30 minutes or less

Proceedings for which **in-person appearance is required** for both counsel and defendant:

- Arraignments
- **Entry of a Plea**
- Evidentiary or non-evidentiary hearings on motions
- Sentencing
- Docket Call
- Jury Selection
- Trial

#### **PROCEDURES PRIOR TO ZOOM APPEARANCE:**

Attorneys who request to appear via zoom must file a written motion with the clerk of court **at least 24 hours prior to the court date** and provide a courtesy copy to the Court by emailing [tdavis@circuit7.org](mailto:tdavis@circuit7.org). The Motion must specify the date the attorney is requesting to appear via zoom and the type of proceeding that is scheduled on that date. **Blanket motions requesting zoom appearance for all future pretrial conferences will be denied.** Absent good cause, all motions to appear at non-evidentiary pretrial conferences will be granted.

#### **ON THE DAY YOUR HEARING IS SCHEDULED:**

On the date of the pretrial conference, attorneys who have been granted permission to appear via zoom shall be logged onto the court's zoom meeting room by 9:30 a.m. for morning pretrial conferences and 2:00 p.m. for afternoon pretrial conferences. When logging on, you must identify yourself by FULL NAME. Anyone logging on without fully identifying themselves by first and last name will not be granted access to the meeting room. Anyone logged on who did not file their motion at least 24 hours in advance will not be permitted access to the meeting room.

Counsel should be dressed appropriately as if they were appearing in the courtroom. Counsel must be stationary and cannot be driving an automobile while appearing via zoom. All devices should be set on mute until you hear your case called. When your case is called, unmute your device and speak loudly and clearly. Make certain there is no background noise that could distract the proceedings. When you have completed your business, please hang up or disconnect immediately. **Do not record the proceedings while you are appearing via zoom.**

**Failure to follow these instructions may result in future denials of requests to appear via zoom.**

IF USING THE ZOOM APP:

- x Go to the downloaded App
- x Go to Join a Meeting
- x Your meeting ID is: 904-827-5609
- x Type in your name to identify your phone number by name
- x Hit “join the meeting”
- x Enable Video and Audio
- x You should hear: “You are in the meeting”
- x Make certain your device is on mute. Do not speak until you hear your case called.

IF USING A COMPUTER:

- x Go to <https://zoom.us/>
- x Go to Join a Meeting
- x Your meeting ID is: 904-827-5609
- x Enable Video and Audio if not automatically enabled
- x You should hear: “You are in the meeting”
- x Make certain your device is on mute. Do not speak until you hear your case called.