

# **HOW TO ACCESS COURT DURING THE COVID-19/CORONAVIRUS PANDEMIC IF YOU ARE A *SELF-REPRESENTED LITIGANT***

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## *GETTING STARTED*

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### HELPFUL LINKS

- Visit the Eleventh Judicial Circuit Court webpage: [www.jud11.flcourts.org](http://www.jud11.flcourts.org)
- Learn about the Family Self-Help Program
  - o [www.jud11.flcourts.org/Family-Court-Self-Help-Program](http://www.jud11.flcourts.org/Family-Court-Self-Help-Program)
- General help from Florida Courts: <https://www.flcourts.org/>
- Judicial Directory:
  - o [www.jud11.flcourts.org/About-the-Court/Judges/Judicial-Directory](http://www.jud11.flcourts.org/About-the-Court/Judges/Judicial-Directory)
- Clerk of Court website: [www.miami-dadeclerk.com](http://www.miami-dadeclerk.com)
- E-filing Portal: [www.myflcourtsaccess.com](http://www.myflcourtsaccess.com)

### HOW DO I FIND THE CONTACT INFORMATION FOR THE JUDGE ASSIGNED TO MY CASE?

Please visit the Judicial Directory to locate the Judge for your case and find information such the Judge's courtroom number, phone number and Judicial Assistant information.

### WHAT DO I DO IF I NEED AN INTERPRETER OR HAVE AN AMERICAN WITH DISABILITIES ACT (ADA) ACCOMMODATION REQUEST?

- To request an interpreter, please visit: [www.jud11.flcourts.org/Interpreter-Request](http://www.jud11.flcourts.org/Interpreter-Request)
- For information on ADA requests for Accommodations, please visit: [www.jud11.flcourts.org/ADA-Request-for-Accommodations](http://www.jud11.flcourts.org/ADA-Request-for-Accommodations)

## HOW CAN I FILE DOCUMENTS, MOTIONS, AND PLEADINGS WHILE COURT IS CLOSED?

- Self-represented litigants will be able to file through the Florida Courts E-Filing Portal, a free service that allows parties to file documents and pleadings online, as well as receive electronic communications from the courts about their cases.
- TO REGISTER FOR THE E-FILING PORTAL, PLEASE VISIT: [www.myflcourtsaccess.com](http://www.myflcourtsaccess.com)
- For video tutorials on how to use the e-filing portal, please visit: [www.jud11.flcourts.org/Florida-Courts-eFiling-Portal](http://www.jud11.flcourts.org/Florida-Courts-eFiling-Portal)

## WHAT IF I DON'T HAVE INTERNET TO USE THE E-FILING PORTAL?

- The Clerks of Courts remains open with limited services and hours. Please visit the Clerk of Courts website for more information. [www.miami-dadeclerk.com](http://www.miami-dadeclerk.com)
- Please also contact the Judicial Assistant for any additional questions regarding the e-filing process.

## RESPONSIBILITIES SPECIFIC TO SELF-REPRESENTED LITIGANTS

- All self-represented litigants will need to provide updated contact information (mailing address, cell phone, home phone and e-mail address), follow statutory deadlines for filings, follow all rules of the court and appear for court remotely (by video) as instructed in the notice of hearing.
- You must contact the Judge's Chambers to obtain information on how to attend VIRTUAL COURT.

## WHAT IF I NEED MORE TIME TO GET READY FOR A COURT HEARING?

- CONTACT THE JUDICIAL ASSISTANT TO SEE WHETHER YOUR CASE HAS BEEN RESCHEDULED DUE TO COVID-19. IF YOUR HEARING IS NOT RESCHEDULED, SEE YOUR OPTIONS BELOW:
- You may request a continuance:
  - o A continuance changes the date of a court hearing or trial to a later date. Please contact the Judicial Assistant for assistance with how to file a motion for continuance.

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## VIRTUAL COURT

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### HOW WILL I ATTEND MY HEARING IF THE COURTHOUSE IS CLOSED DUE TO CORONAVIRUS/COVID-19?

- You can attend VIRTUAL COURT using video conference or by telephone.
- The Court is using a service called ZOOM, that allows the Judge to see and hear you through a computer with a video camera and microphone, and you can also see and hear the Judge from wherever you are if you are on a computer with a video camera and microphone, and/or by cell phone video.

### WHAT IS ZOOM?

- ZOOM is a video-conference service, similar to Skype, Facetime, etc.
- ZOOM is FREE to use and you do not need an account to use ZOOM.
- You are not required to download ZOOM (but it is free).
- You may use a cellphone, tablet, or computer with a camera and microphone.

### WHAT IF I DO NOT HAVE INTERNET?

- Please contact the Judicial Assistant for help.
- You can use Zoom with any phone and appear via telephone (audio only).

### WHAT IS VIRTUAL COURT?

- VIRTUAL COURT is how you can attend Court hearings in your case that we can hold remotely via video or phone conference using ZOOM.
- You will receive an email or "ZOOM Invite" from the Court if we are proceeding with your hearing with the information you need to attend Virtual Court. To participate by video, you must click on the weblink you received in the email invitation at the time your hearing is scheduled or call the phone number listed in the invitation to participate by phone. You do not need to download anything or set up an account in order for you to participate in a ZOOM hearing.

- It is important for you to know that video appearance is required for any participant whose testimony is necessary so the Judge can administer the oath to swear you in to testify.

## HOW DO YOU KNOW IF YOU HAVE COURT BY ZOOM?

- If your case is scheduled, you should have received a ZOOM Invite to the phone number, email address, or physical address you provided. Please make sure you have provided your most updated information.
- Please have your case number ready. You will be asked for an email or phone number and physical address where the Court can send you information about your case.
- The Judicial Assistant will provide you with specific instructions how to use ZOOM and appear for your hearing.
- If you do not speak English and need a Court Interpreter, depending on the type of case you have, the Court may provide one at no cost to you. Let the Judicial Assistant know so that he/she can arrange to have a Court Interpreter present at your ZOOM hearing if allowed by law.

## CAN I PRACTICE USING ZOOM BEFORE MY HEARING?

- Yes! We encourage you to practice so you are prepared for your hearing. Please see the following links below.
- Test your connection and setup with ZOOM by testing your connection with a test meeting: <https://www.zoom.us/test>
- For ZOOM Video Tutorials, please visit: <https://support.zoom.us/hc/en-us>

## WHAT WILL MY ZOOM INVITE LOOK LIKE?

The ZOOM Invite you will be receiving will generally look this. It will also contain information about the date and time of your hearing. Please keep this information confidential and in a safe location. If you need to confirm any details, please contact the Judicial Assistant.

██████████ is inviting you to a scheduled Zoom meeting.

This **link** gives you access to the virtual court hearing if you are using smartphone/ tablet/ computer

Topic: FLORIDA DV OPERATIONS

Time: May 4, 2020 10:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/91805199088?pwd=azl5ZFhIRmRHY1A2cm9XSjJkbmtkZz09>

Meeting ID: 918 0519 9088

Password: 326396

One tap mobile

+17866351003,,91805199088#,,1#,326396# US (Miami)

+12678310333,,91805199088#,,1#,326396# US (Philadelphia)

**IMPORTANT-** this number is the **Meeting ID**.

You need this number to access your virtual court hearing.  
**If** there is a **PASSWORD**, it will usually be listed here below the Meeting ID.

Dial by your location

- +1 786 635 1003 US (Miami)
- +1 267 831 0333 US (Philadelphia)
- +1 301 715 8592 US (Germantown)
- +1 312 626 6799 US (Chicago)
- +1 470 250 9358 US (Atlanta)
- +1 470 381 2552 US (Atlanta)
- +1 646 518 9805 US (New York)
- +1 646 558 8656 US (New York)
- +1 651 372 8299 US (St. Paul)
- +1 213 338 8477 US (Los Angeles)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 602 753 0140 US (Phoenix)
- +1 669 219 2599 US (San Jose)
- +1 669 900 9128 US (San Jose)
- +1 720 928 9299 US (Denver)
- +1 971 247 1195 US (Portland)

### PHONE INSTRUCTIONS

**Local Caller:** DIAL +1-786-635-1003,  
then enter your Meeting ID, followed by #  
sign

Meeting ID: 918 0519 9088

Password: 326396

Find your local number: <https://zoom.us/u/adu9Lk1TM>

Join by SIP

91805199088@zoomcrc.com

Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

69.174.57.160 (Canada)

Meeting ID: 918 0519 9088

Password: 326396

## COURT HEARING VIDEO CONFERENCING TIPS

- Do your best to have a stable internet connection. Ask others in your house or office to avoid large data use (game streaming, video streaming, etc.) while on a video conference call.
- Test the speaker, camera and microphone before joining a meeting.
- Please arrive at least 5 minutes before your scheduled hearing time.
- If you will be late to the hearing, please contact the Judge's Chambers or Judicial Assistant as soon as possible.
- Dress and look like you are going to court.
- Please behave like you are in court.
- Display your full name on your ZOOM profile.
- If you want to keep your phone number on ZOOM confidential and you need assistance, please contact the Judicial Assistant.
- Please make sure you are in a quiet and private area.
- Avoid eating, drinking or moving around during the virtual court hearing.
- Identify yourself for the Judge and the Court Reporter when the hearing begins. Please have a photo ID to show the Court if asked.
- Mute the microphone on your device when you are not speaking.
- Speak loudly, clearly, and slowly.
- If someone is speaking, do not interrupt them.
- Identify yourself each time you speak.
- If there is a Court Interpreter on the ZOOM call, speak slowly in short segments and pause in between thoughts to give the Interpreter a chance to interpret what you are saying into English.

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IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE JUDGE'S CHAMBERS,

OR VISIT [WWW.JUD11.FLCOURTS.ORG](http://WWW.JUD11.FLCOURTS.ORG)

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