

DOMESTIC VIOLENCE DIVISION INSTRUCTIONS FOR VIRTUAL CIVIL INJUNCTION HEARINGS

**PLEASE READ CAREFULLY AND CONTACT THE JUDICIAL ASSISTANT* ASSIGNED
TO YOUR CASE IMMEDIATELY AFTER READING INSTRUCTIONS!**

***CONTACT PHONE NUMBERS, EMAILS AND ZOOM IDS ARE LISTED ON THE BACK OF THESE INSTRUCTIONS.**

- 1) Your hearing will be before the Judge listed on your notice of hearing and will be held **REMOTELY using the video conferencing application ZOOM. You are required to attend remotely using the ZOOM video conferencing application.**
- 2) On the date and time included in your notice, you are required to enter the ZOOM Meeting ID provided on the back of these instructions at www.zoom.us (Click Join a Meeting and enter Meeting ID). You may also join through the ZOOM application after downloading it on your device and entering the Meeting ID.
- 3) **If you do not have the ability to join the ZOOM conference with video, you are still required to call in using your phone. At that time, the judge will determine the next steps. Contact the Judicial Assistant prior to the hearing for the phone number if you do not have video.**
- 4) **You are not permitted to appear in person in court due to the COVID-19 pandemic. If you appear in court in person, you will not be allowed access to the courtroom.**
- 5) In order to receive a copy of any order entered by the court in this matter you must sign up for the e-portal at <https://www.myflcourtagency.com/default.aspx> prior to your hearing.
- 6) **In order to make your experience easier, you should create a free account and download the ZOOM application (www.zoom.us) onto your cell phone and/or computer. Your cellphone camera or the camera on your computer is required to participate in the hearing. You will also need Internet connection to participate in the hearing. Please watch these videos that explain how to use ZOOM:**
 - a. For English: <https://youtu.be/jCX0plut8gM> (Android phone)
 - b. For Spanish: <https://youtu.be/pTuGFRMRnYk> (Android phone)
 - c. For English: <https://youtu.be/2bLIVzPJTdQ> (Apple iPad)
 - d. For Spanish: <https://youtu.be/l-HnwcWVATw> (Apple iPad)
 - e. For English: <https://youtu.be/O-yqijiiDlo> (Apple iPhone)
 - f. For Spanish: <https://youtu.be/oW3cesqg6gA> (Apple iPhone)
- 7) **Judicial Assistants will help you with sending physical evidence (photographs, emails, etc.) for your hearing. When you contact the Judicial Assistant, you will be given instructions to submit evidence. If you have any essential witnesses that have *direct personal knowledge of the allegations in the petition*, it is your responsibility to provide your witness(es) with the ZOOM information so they can attend. The court will make a determination regarding the necessity of any witness' testimony at the time of the hearing.**
- 8) Any pretrial motions must be filed with the Domestic Violence Clerk of Courts, via email at dvmotions@jud11.flcourts.org, or via fax at (305)349-5559.