

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 WITH QUESTIONS

- 1) Your hearing will be before the Judge listed on your notice of hearing will be held **REMOTELY using the video conferencing application ZOOM**.
- 2) Go to www.zoom.us and download the zoom application on your device prior to your hearing date. On the date and time included in your hearing notice, you are required to enter the ZOOM Meeting by opening the zoom application and inputting the zoom meeting ID number provided in your hearing notice (Click Join a Meeting and enter Meeting ID).
- 3) Prior to your hearing please make sure that you are in a location that has strong internet service and no background noises. You should be in an area that is well lit and allows you testify free of distractions.
- 4) If appearing via Zoom is not possible for you, please contact the judicial assistant several days prior to your hearing date so arrangements can be made for you to come to the courthouse to use a kiosk or in appear person. Kiosks with computers are available at the courthouse for you to use, but this needs to be arranged prior to your hearing. Call the Judicial Assistant to coordinate.
- 5) If you have childcare issues, free childcare is available for your children at the LET courthouse while you testify or file paperwork. Please arrive at least 30 mins prior to your schedule hearing time to allow yourself enough time to register your children.
- 6) In order to receive an emailed copy of any order entered by the court in this matter you must sign up for the e-portal at <https://www.myflcourtaccess.com/default.aspx> prior to your hearing.
- 7) **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/tablet. Your cellphone camera or the camera on your computer/tablet 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/I-HnwcWVATw> (Apple iPad)
 - e. For English: <https://youtu.be/O-yqijjiDlo> (Apple iPhone)
 - f. For Spanish: <https://youtu.be/oW3cesqg6qA> (Apple iPhone)
- 8) **If you have physical evidence (photographs, emails, etc.) for your hearing, contact the Judge's Judicial Assistant. The Judicial Assistant will give you instructions on how 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 on their own device. The court will make a determination regarding the necessity of any witness' testimony at the time of the hearing.
- 9) Any pretrial or post trial motions must be filed with the Domestic Violence Clerk of Courts, via email at dvmotions@jud11.flcourts.org.
- 10) Chambers contact: Judicial Assistant:
Emily Rosenstein, erosenstein@jud11.flcourts.org; 305.349.5703

Please visit the Judge's website found at www.jud11.flcourts.org for additional information.