

**Eleventh Judicial Circuit Domestic Violence Division**  
**CORONAVIRUS COVID-19 ACCESS TO THE COURTROOM PROCEDURES**  
**Effective April 6, 2020**

**THE FOLLOWING IS APPLICABLE TO ALL  
SELF-REPRESENTED PARTIES AND ATTORNEYS**

**Judge Donald J. Cannava is opening his Virtual Courtroom, which you may access via the ZOOM\* video conferencing platform.**

\*ZOOM is a free video conferencing platform where all participants in a hearing, including the Judge, parties, and attorneys, are able to connect and communicate in real time utilizing audio and video on their individual devices, from their separate locations. Internet connectivity is required for ZOOM to function on your device.

ZOOM works on any device that has a camera, speaker, microphone, *and* internet connectivity, such as a smart phone, desktop computer, laptop computer, and/or tablet.

**Final Injunction Hearings**

You will receive a Notice of Hearing either by personal service, in the mail, or via email.

- PLEASE FOLLOW THE SPECIFIC INSTRUCTIONS ON YOUR NOTICE OF HEARING, WHICH DESCRIBE HOW TO ACCESS YOUR ZOOM HEARING VIDEO CONFERENCE.
- YOU ARE REQUIRED TO ATTEND YOUR HEARING REMOTELY USING THE ZOOM VIDEO CONFERENCING APPLICATION. ZOOM does have a telephone call in feature, as well, for those who are not able to access the video conference capability.
- **DO NOT APPEAR IN PERSON AT THE COURTHOUSE:** At this time, due to the COVID-19 pandemic, you are NOT permitted to appear in person in court.
- EMAIL: If we have your current email address, you will also be contacted via email with the information you need to participate in a hearing on the ZOOM platform. This same information will also be included on your notice of hearing. Please contact the Judicial Assistant at [efgonzalez@jud11.flcourts.org](mailto:efgonzalez@jud11.flcourts.org), to provide us with your email address. Please include your case number in the subject line of the email.

- ACCESS: If a party does not have access to a computer or smart device, please contact Judge's chambers or the assigned case manager, at least two business days prior to your hearing date.
- PHONE ACCESS – If you do not have video conferencing capabilities, you may call in to the ZOOM conference telephone number provided on your Notice of Hearing in order to access the hearing. However, as described above under "ACCESS," please call Judge's chambers two days in advance in order to notify us that you do not have ZOOM video access.
- EVIDENCE and WITNESSES: The Court will consider evidence and witnesses, if any, during these virtual hearings. Please see below for additional information.

### **PLEASE SIGN UP FOR E-PORTAL**

In order to receive a copy of any order entered by the Court in this matter, you must also sign up for the e-portal at <https://www.myflcourtaaccess.com/default.aspx>.

### **Pre-trial Motions**

Any pre-trial motions may be filed with the Domestic Violence Clerk of Courts, via email at [dvmotions@jud11.flcourts.org](mailto:dvmotions@jud11.flcourts.org), or via fax to (305)349-5559, prior to the hearing date. Please include your case number in the subject line of this email. The link to a blank Motion Form is on this page.

### **Evidence**

You should send any evidence you intend to present during the hearing to the judicial assistant via email to [efgonzalez@jud11.flcourts.org](mailto:efgonzalez@jud11.flcourts.org), at least two business days prior to your hearing date. The judicial assistant will forward this evidence to the opposing party, if necessary. Please include your case number in the subject line of this email.

### **Witnesses**

If either party has an essential witness that has direct personal knowledge of the allegations in the petition, the court will make a determination regarding the necessity of the witness' testimony and may continue the case if the witness is not available.

Children are NOT permitted to testify UNLESS a motion is filed pursuant to Fla.Fam.L.R.P.12.407, and an order allowing the testimony is granted prior to the hearing.

### **Temporary Support**

In cases where temporary support issues have been alleged in the pleadings, both parties must fill out a Short Form Financial Affidavit and email the form to the judicial assistant at [efgonzalez@jud11.flcourts.org](mailto:efgonzalez@jud11.flcourts.org). Please include your case number in the subject line of this email. The link to the Short Form Financial Affidavit is on this page.

### **Visitation**

Any father seeking an order for temporary visitation, who has not had paternity legally established or who was not married to the child's mother at the time of the child's birth, must fill out an Acknowledgment of Paternity form and email the form to the judicial assistant at [efgonzalez@jud11.flcourts.org](mailto:efgonzalez@jud11.flcourts.org). Please include your case number in the subject line of this email. The link to the Acknowledgement of Paternity form is on this page.

### **Respondent Firearm Affidavit**

Respondents must fill out a Firearm Affidavit form describing any and all firearms and ammunition in their possession, and email the form to the judicial assistant at [efgonzalez@jud11.flcourts.org](mailto:efgonzalez@jud11.flcourts.org). Please include your case number in the subject line of this email. The link to the Firearm Affidavit form is on this page.

### **ZOOM Access**

If you are unfamiliar with the ZOOM platform, please go to this website: [Zoom.us](https://zoom.us) to learn how to access the platform for use. It is FREE. We ask you to assist us by learning how to utilize ZOOM and we kindly request your patience as we learn along with you.

Please ensure that you are able to access ZOOM for your hearing, well in advance of your hearing date and time. If you are having any issues, this preparation will give you an opportunity to address the issue prior to the hearing and avoid unnecessary delays of your hearing.

*Please follow all instructions on your Notice of Hearing. We are committed to the continued delivery of justice in the face of this pandemic. Thank you.*