

Instructions for Appearance by Videoconference

In accordance with applicable Administrative Orders from the Florida Supreme Court and the Chief Judge of the Eighteenth Judicial Circuit, as a result of the public health emergency, appearance by conference may be made by complying with the following:

Contact the Court's Judicial Assistant, Lisa Elkhouri, by email to Lisa.Elkhouri@flcourts18.org, at least two days before the hearing to:

- Confirm having arranged to participate in the videoconference;
- Furnish the Judicial Assistant with scanned copies of any documents to be used or introduced into evidence at the hearing; and,
- Provide the Judicial Assistant with an email address for yourself and any person you intend to call as a witness at the hearing.

Prior to the hearing be sure you have:

- Access to a computer, tablet, or phone, that has a microphone and camera;
- Internet access during the entire hearing;
- Your driver's license or other government-issued ID.

To attend the hearing:

- Access the appropriate link from the Court's Calendar, accessible from the Calendar page of davidsilverman.com.
- Please click on "Click here to join the meeting" and follow the instructions to open the Microsoft Teams app, and click on "Join as guest" and wait in the lobby to be admitted to the meeting.

Once the hearing starts:

- Make sure that you have your microphone and camera turned on;
- Remember, the Rules of Evidence apply.

If a witness is permitted to testify, the witness must have:

- Access to a video conference-ready, computer, tablet, or phone;
- An email address; and,
- A valid government-issued ID.

If the videoconference connection is interrupted please stand by and follow instructions to reestablish the connection.