

INSTRUCTIONS FOR APPEARING AT HEARING BY TELEPHONE

PRE-HEARING REQUIREMENTS

If you want to participate in a hearing by telephone, you must do the following before the hearing:

- Complete the Request to Appear by Telephone form. In your request you must provide good cause as to why you are unable to appear at the hearing in person.
- Send the original of the completed form to the Domestic Violence Clerk of the Court, Room 2409 Duval County Courthouse, 501 West Adams Street, Jacksonville, FL 32202
- The Judge will respond to you in writing by either granting or denying your request.

IF YOUR REQUEST TO APPEAR BY TELEPHONE IS GRANTED

If your request to appear by telephone is granted by the Judge, it is your obligation to do the following:

- On the day of the hearing, place the call a few minutes before the start of the hearing. The telephone number will be provided if your request is granted. When the Judicial Assistant or Receptionist answers, you must provide your name, case number, and the Judge hearing your case. (You may be put on hold if the Court is running behind schedule, or be asked to call back shortly.)
- At the start of the hearing, a Notary Public authorized to administer oaths in your jurisdiction must be present with you in order to administer the oath consistent with the laws of your jurisdiction. The Notary Public will identify you and administer the oath. Once you have been sworn, it is not necessary for the Notary Public to be present for the hearing.
- Any written evidence you wish to submit for consideration during the hearing must be received by the Judge prior to the start of the hearing. All documents must be clearly identified and contain your case number. It is important for you to have a copy of all documents you send to the Judge available for reference during the hearing.

COST OF THE CALL

The cost of the call will be your responsibility, unless otherwise directed by the court.

IN THE CIRCUIT COURT FOR THE FOURTH JUDICIAL CIRCUIT
IN AND FOR DUVAL COUNTY, FLORIDA

CASE NO.: _____
DIVISION: FM-V

_____,
Petitioner,

And

_____,
Respondent,

REQUEST TO APPEAR BY TELEPHONE

The above-referenced case is scheduled for a hearing on _____, 20__,
at _____. The () Petitioner () Respondent is unable to appear in person because .

_____ and requests
permission from the Court to participate in the scheduled hearing by telephone.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the above Request to Appear by Telephone
was sent by U.S. Mail to: *{name of other party}* _____
{Address} _____
_____ on the _____ day of _____, 20__.

Date: _____

Signature of Requesting Party

Complete Address

Telephone Number including area code