

Video Conference Hearings Probate & Complex Civil Litigation Courts

Policy Statement

The Ninth Judicial Circuit will provide video conference equipment and support for judicial hearings in Probate and Complex Civil Litigation Courts.

Locations

Orange County Courthouse, 425 N. Orange Avenue, Orlando, Florida 32801

- Hearing Room 1100.02
- Hearing Room -17B
- Hearing Room - 1700.02
- Hearing Room - 20A
- Hearing Room - 20B
- Hearing Room - 2000.02

Technical Requirements

The Court utilizes Cisco Telepresence and Acano for Enterprise. The party can connect to the hearing room using any standard compliant IP-based video conference system. Additionally, the party can video conference with the court utilizing a web browser (Chrome) and web camera, OS X (Mac), or Windows 7 and above (PC). Provided below are the minimum system requirements for Acano.

Windows

- Windows 10, 8.1, or 7 (32-bit or 64-bit),
- Intel Core2Duo @ 1.2GHz or better.
- 4 GB RAM
- HD webcam w/microphone
- Headset or external speakers
- Broadband Internet connection

Mac

- Apple Intel x86 processor computer, running OS X 10.9 (Maverick) or newer.
- Intel Core2Duo @ 1.2GHz or better.
- 4 GB RAM
- HD webcam w/microphone
- Headset or external speakers
- Broadband Internet connection

iPad 2

- iOS8 or newer
- Headset or external speakers

The Acano app is available for download at <https://www.acano.com/support/application/>.

Procedure

1. The party submits request to appear via video conference to the assigned Judicial Assistant. Requests should be made a minimum of 48 business hours (Monday through Friday) prior to the scheduled hearing.
2. The Judicial Assistant notifies Court Administration of the scheduled video conference and provides the support contact information to the party. See below:

Audio Visual Services

AVRequest@ocnjcc.org

407-836-0522

3. The party contacts Court Administration to test and establish a video conference connection.
4. The Judge for will forward an invitation/URL to the party via e-mail.
5. Fifteen minutes prior to the scheduled start of the hearing, the party will open the URL and wait for the hearing room to connect to the video conference. At the start of the hearing, the Judge will join the video call.
6. Upon completion of the video hearing, the Judge and the party will disconnect the call.