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
- Probate Hearing Room - 20A
- Complex Civil Litigation Court Hearing Room - 20B
- Complex Civil Litigation Court 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 (Firefox and Chrome) and web camera or through the Acano App for iOS (iPad/iPhone), 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:

Court Administration

Matt Benefiel	Steve Simon
407-836-2051	407-836-2104
ctadmb1@ocnjcc.org	ctadss1@ocnjcc.org

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.