

Division 14

Procedures for Virtual Evidentiary Hearings

- All Virtual Evidentiary Hearings involving out-of-custody defendants will be conducted via Microsoft Teams®
- Hearing requests must be made by email to the Judicial Assistant, Vikki Cooper, at ctjavc1@ocnjcc.org and must include the number of witnesses each side intends to call and the total hearing time requested.
- All witnesses will testify via video or telephone.
- The clerk will swear all witnesses appearing by telephone. Any witness desiring to testify by telephone must be sworn in-person by a notary public. Counsel or the witness are responsible for arranging for the notary to administer the oath in person.
- Witnesses appearing by video must have a strong Wi-Fi/Internet connection in order to produce a quality audio and video feed. Witnesses who do not have a reliably strong Wi-Fi/Internet connection will be required to testify via telephone.
- Defendants and alleged victims who are not testifying may appear via Microsoft Teams® without the necessity of video.
- All exhibits must be submitted to the Trial Clerk, Miesha Lawrence, at Mieshia.Lawrence@myorangeclerk.com and served to opposing counsel at least 24 hours before the scheduled hearing time. Exhibits comprised of more than 25 pages must be printed and delivered to the Trial Clerk's office in Suite 210 of the Orange County Courthouse. Exhibits served and submitted untimely will not be admitted.
- A separate evidence log must be submitted with the exhibits. The log must include a brief description of the exhibit and a letter assigned to each exhibit for identification purposes, as indicated in the sample below:

Defense Evidence Log	
Description	Exhibit
Officer Smith Police Report	A

- All requests for judicial notice must be in writing, must be made at least 24 hours before the scheduled hearing time, and must comply with sections 90.202, 90.203, and 90.204, Florida Statutes.