

**REMOTE APPEARANCE PROCEDURES during LIMITED CLOSURE OF COURTHOUSE**  
**DIVISION 20 – OSCEOLA COUNTY**  
*March 16, 2020*

Due to the COVID-19 pandemic, beginning March 17, 2020 and continuing through April 15th, all civil and probate proceedings in Division 20 will be by video or telephonic conference **only**. **No parties, attorneys, witnesses or court reporters will be allowed to attend in person at the Osceola County Courthouse.** Court reporters may appear remotely, and may coordinate the conference call to the courtroom or hearing room.

Realistically, the current procedure should be used to address time sensitive and routine matters only. The decision to restrict access to the courtroom was made by the Chief Judge and may be modified or extended at any time.

**VIDEO CONFERENCES: THE CONTACT INFORMATION IS:**

Click to join: <https://join.ocnjcc.net/invited.sf?secret=mpoL8JdNlytNkKqI26L1Iq&id=146727846>

Or video call in: Video system, Jabber or Lync: [ctjums2.meet@ocnjcc.net](mailto:ctjums2.meet@ocnjcc.net)

*Video Conference Notes:*

- You will be entering a virtual “room” with other participants. There will be others in this room.
- Please enter the “room” 5 minutes prior to your scheduled hearing, and **mute your microphone** until your case is called.
- You may appear by computer or by cell phone with this program; however, if you are using an I-phone it will NOT work unless you download the CISCO meeting app (app symbol looks similar to the Miami Marlins logo).

**TELEPHONIC APPEARANCE OR CONFERENCES: IT IS THE RESPONSIBILITY OF THE ATTORNEY NOTICING THE HEARING TO INITIATE THE CALL TO:**

Hearing Room 6A: 407-742-2564 (there are 2 lines);

Courtroom 5E: 407-742-2501 (there is 1 line – if multiple attorneys will be appearing, the attorney noticing the hearing must set up a call-in conference number, or all parties must appear via video conference).

*Any party requesting to appear telephonically must email the judicial assistant, **Wendy Blair**, at [division20b@ocnjcc.org](mailto:division20b@ocnjcc.org) with the names of the attorneys appearing by phone so the docket can be notated.*

**RESCHEDULED HEARINGS**

If you need to reschedule your hearing, please let us know and we can provide availability. There will be additional availability other than what is listed on JACS online.

**ALL SCHEDULED EVIDENTIARY HEARINGS** will need to be noticed as an evidentiary hearing and all documents must be bates stamped and filed with the clerk as an attachment to a Notice of Filing at least two (2) business days prior to the hearing. All witnesses must have a NOTARY IN THEIR PRESENCE together with government-issued identification to provide to the notary.