

**PRETRIAL CONFERENCE
(county criminal)**

**PARTIES SHALL APPEAR FOR A PRETRIAL CONFERENCE
BY JOINING A ZOOM MEETING**

Either by (1) **telephone** by calling any one of the telephone numbers provided below, **OR** (2) **other device/computer** with audio/video, then enter *https://zoom.us* in a web browser and click on *Join a Meeting* and provide the following Meeting ID and Passcode:

ZOOM Meeting ID: 966 9200 2320 Passcode: 648325

Telephone Numbers: +1 (786) 635-1003 +1 (312) 626-6799 +1 (470) 250-9358
+1 (646) 518-9805 +1 (651) 372-8299 +1 (346) 248-7799
+1 (602) 753-0140 +1 (971) 247-1195 +1 (213) 338-8477

**FAILURE TO APPEAR FOR THIS HEARING MAY RESULT IN A
WARRANT FOR YOUR ARREST AND/OR AN ADDITIONAL CHARGE
OF FAILURE TO APPEAR.**

PLEASE GOVERN YOURSELF ACCORDINGLY.

“IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE ADA COORDINATOR AT THE OFFICE OF THE TRIAL COURT ADMINISTRATOR, CITRUS COUNTY COURTHOUSE, 110 NORTH APOPKA AVE., INVERNESS FLORIDA 34450, TELEPHONE (352) 341-6700, AT LEAST 7 DAYS BEFORE YOUR SCHEDULED COURT APPEARANCE, OR IMMEDIATELY UPON RECEIVING THIS NOTIFICATION IF THE TIME BEFORE THE SCHEDULED APPEARANCE IS LESS THAN 7 DAYS. IF YOU ARE HEARING OR VOICE IMPAIRED, CALL 711.”

Using Remote Appearance Technology with the Courts

Remember, even though your hearing is happening over the phone or through the internet, it is a court proceeding. You should act the way you would if you were in the courtroom in person. Court rules and standards apply.

Please review the following tips:

Do:

- Do limit distractions during your hearing. Put all pets and other things that may be a distraction in a different room. Find a quiet place to participate in the hearing.
- Do keep your device on mute when not speaking. Keeping your phone, mobile device or computer on mute, unless speaking reduces feedback and limits background noise.
- Do dress appropriately, like you would if actually going to the courthouse.
- Do prepare for your virtual hearing. You should test your phone, speaker, microphone, or camera before the hearing. Some video call software websites often provide a test link to try your equipment before the actual event.
- Do make sure others using your Wi-Fi network minimize their usage during your hearing so you have the best possible connection.
- Do let the Court know if you don't have a phone or access to the internet. The Court may be able to help you find a way to participate or may postpone the hearing.
- Do visit the video call website (such as Zoom) or a video sharing website (YouTube) for guides, helpful videos, and additional information.
- Do call the Court in advance, if you want to present evidence. If you have documents or witnesses that you want available for your hearing, check the judge's website, or call the Court for more information.

Don't:

- Don't ignore the virtual hearing. If you cannot make the hearing or have a conflict, notify the court.
- Don't talk over others, it makes it hard for the judge and others to hear. Wait to speak until asked to by the judge.
- Don't do other things while on the call. Just like in an actual courtroom, you must pay attention to make sure you don't miss something important that is said or something the judge asks you to do.