

**IN THE COUNTY COURT OF THE TENTH JUDICIAL CIRCUIT
IN AND FOR POLK COUNTY, FLORIDA**

Plaintiff,

CASE NO.:

vs.

Defendant,

NOTICE OF VIRTUAL HEARING

PLEASE TAKE NOTICE that the above-styled cause is scheduled for a hearing on (motion) on (date) at (time) a.m. for minutes before The Honorable Susan L. Barber, in **The Polk County General Civil Virtual Courtroom through the Microsoft Teams platform.**

If you received this Notice of Hearing electronically, the hyperlink below is active. Otherwise, contact Judge Barber’s office at (863) 534-6934 to provide an email address, and you will be sent by return email the following hyperlink to appear by video-conference. If a participant does not have access to video conference, and receives advance permission from the Court, he or she may appear telephonically by dialing the integrated teleconference number and entering the conference ID appearing below the link. Alternatively, all active virtual courtroom links are located on the Tenth Judicial Circuit website at www.Jud10.FLCourts.org.

To appear via video, click the link below.

[Click here to enter Polk Bartow County Civil \(General\) Virtual Courtroom](#)

Or

Call in by phone and use ID.

[+1 863-225-4022](#), Conference ID: 938 296 883#

GOVERN YOURSELVES ACCORDINGLY. Done this _____ day of _____.

Attorney

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing has been filed and served on all parties via Florida’s E-Filing Portal, electronic mail, or U.S. Mail this _____ day of _____.

Assistant

Copies provided to:

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 Office of the Court Administrator, 255 N. Broadway Avenue, Bartow, Florida 33830, (863) 534-4686, 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.

NOTICE REGARDING REMOTE PARTICIPATION

OPTIONS FOR PARTICIPATION

Videoconference by computer or laptop:

You must have a microphone and camera installed, email account, and reliable internet connection. You may select “Join in Browser” without downloading software, or download the free Microsoft Teams app for better user experience.

Videoconference by smartphone or tablet:

You must have camera, microphone, reliable internet connection, and an email account. Participation using a smartphone or tablet requires download of the free Microsoft Teams app.

Teleconference option:

If authorized, you may appear by telephone using the telephone number and conference ID provided in the above notice.

OTHER ADVISEMENTS

Any testifying participant must appear by videoconference.

Participate from an indoor location free from excessive background noise.

If you are directed to a virtual lobby, please be patient until the case is called.

Mute your microphone upon entering the virtual courtroom and keep your microphone muted unless speaking.

Additional information may be found on the Tenth Judicial Circuit Website at <http://www.jud10.flcourts.org/>. If you have questions or need additional support, please email Court Technology at 10thVirtualCourtSupport@jud10.flcourts.org, or call (863) 534-7788.