

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

,

Plaintiff,

CASE NO.:

vs.

DIVISION: 07

,

Defendant.

_____ /

NOTICE OF HEARING

PLEASE TAKE NOTICE that the above-styled cause shall be called up for hearing before **The Honorable Catherine L. Combee, Polk Civil Division 07 Virtual Courtroom**, Polk County Courthouse, 255 N. Broadway Ave., Bartow, Florida, on the following:

DATE:

TIME:

MOTION:

TIME RESERVED:

PLEASE TAKE FURTHER NOTICE that the above-noticed hearing shall take place remotely via Microsoft Teams Videoconferencing. To participate in the hearing, click the following: [Click here to enter Polk Civil Division 07 Virtual Courtroom](#). The link is also accessible from Court Administration's web site through this procedure: Navigate through the browser to <http://www.jud10.flcourts.org/>. On the right side of the page, click "Click here for Polk County Virtual Courtroom Links", then click "Polk Circuit Civil", then click "Click here to enter Polk Civil Division 07 Virtual Courtroom".

ATTORNEY NAME

FBN:

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 **date**.

ATTORNEY NAME

FBN:

EXHIBITS: If any exhibits are to be introduced during the hearing, please consult with each other and discuss the exhibits prior to the hearing. Please provide to the Court (copying opposing counsel), pre-marked exhibits, advising of any objections. Exhibits should be provided in **hard copy via U. S. Mail, Express Mail or Hand Delivery**, at least 72 hours in advance of the hearing (excluding holidays and weekends). Any exhibits provided after the specified date and time will be excluded unless good cause is shown.

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.

OTHER ADVISEMENTS

All participants 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.