

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

,  
Plaintiff, CASE NO.:  
DIVISION:  
v.  
,  
Defendant.

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**NOTICE OF HEARING**  
**(Remote)**

**TO: Name(s)**

**PLEASE TAKE NOTICE** that the above-styled cause shall be called up for hearing on (  \*date\* ) at (  \*time\* ) before **Circuit Judge Michael P. McDaniel, Virtual Courtroom** Polk County Courthouse, Bartow, Florida, on the following:

**MOTION:**

**TIME RESERVED:**

**PLEASE TAKE FURTHER NOTICE** that the above-noticed hearing shall take place remotely. Click the following link to appear by video-conference. (If you received a paper copy of this Notice of Hearing, please visit the Tenth Judicial Circuit website at <http://www.jud10.flcourts.org/> for links to Polk County's virtual courtrooms and make sure to select the link listed below.) Alternatively, **non-testifying** participants may appear telephonically by dialing the integrated teleconference number and entering the conference ID appearing below the link:

To appear via video, click the link below.

[Click here to enter Polk Civil Division 04 Virtual Courtroom](#)

Anyone **NOT TESTIFYING** may call in by phone and use ID.

+1 754-236-7165, Conference ID: 496 259 409#

If the link above does not work, Judge McDaniel's Civil Division 04 Virtual Courtroom link (using the MS Teams platform) is available on the Tenth Judicial Circuit's website, located here:

<https://jud10.flcourts.org/virtual-courtroom-links/polk-civil>

**PLEASE GOVERN YOURSELVES.**

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**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 on ( \_\_\*\*date\*\* \_\_).

\_\_\_\_\_  
ATTORNEY NAME

FBN:

**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) 5344686, 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:** 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](mailto:10thVirtualCourtSupport@jud10.flcourts.org), or call (863) 534-7788.