

Rules for Virtual Appearances at Magistrate Pro Se Family Hearings

1. All requests for virtual appearance must be made in writing, and must include the following information:
 - a. The case number and identities of the parties at the top of the page.
 - b. The name, address, e-mail address, and phone number of the party requesting virtual appearance,
 - c. The reason why a virtual appearance is requested, and
 - d. The requesting party's signature.
2. All requests must be filed with the clerk of court either in person at the courthouse, through the Florida e-filing portal, or sent by U.S. Mail to the following address:

PO Box 9000
Drawer CC-2
Bartow, FL 33831-9000
3. Parties are encouraged to request virtual appearances as early as possible. A failure to request virtual appearance at least a week prior to the hearing may result in the Magistrate not receiving that request. Any request made but not responded to is deemed denied.
4. The Magistrates reserve the right to deny any request for a virtual appearance. Attending court virtually is a privilege, not a right.
5. If a party's written request for virtual appearance is granted, the party must appear via MS Teams, with good quality video and audio, in appropriate attire, on the Magistrate link in the instructions you received from this office.
6. No telephonic appearances will be permitted.