

## INSTRUCTIONS REGARDING TELEPHONIC HEARINGS

You may request to appear at your hearing telephonically only if your attendance at the hearing will cause undue hardship due to distance that has to be traveled to get to the hearing, or you are incarcerated.

1. **Type or neatly print** the *Request to Appear Telephonically* for the Judge's consideration (be sure to complete all information and check the appropriate box(s). Names and addresses at the bottom must be typed except the signature. **You must provide a copy of the request to the other party** and complete the *Certificate of Service* indicating how and when you provided a copy to the other party.
2. **Type** the *Order Regarding Request to Appear Telephonically* - type the full names, case number and section at the top and the names and addresses of the parties at the bottom. **Make two additional copies** of this Order.
3. **Send the following to Clerk of Court, Juvenile Division, 1800 St. Mary Avenue, Pensacola, FL 32501:**
  - **The original *Request to Appear Telephonically* and *Certificate of Service*.**
  - **The original and two (2) copies of the *Order Regarding the Request to Appear Telephonically*.**
  - **Two (2) self-addressed, stamped envelopes (one addressed to each party).**

If the judge grants your request, **you** will be responsible for making arrangements to have a person authorized to administer oaths **with you** at the time of the hearing (e.g., a notary public, commanding officer, etc.) **You** will be required to file an Affidavit with the Clerk of Court from the person administering the oath, prior to the hearing. This affidavit must state under what authority this person is authorized to administer the oath. **You** will be required to call the Court on the day and time of the hearing.

You must provide an **accurately completed** and **typed** *Final Judgment* for the Judge's signature prior to the hearing if your case is a Divorce, Name Change, Adoption or Temporary Custody case. If child support is an issue, the Court will decide the amount and first payment due date, therefore, leave that area and any other area in which the parties do not agree blank.

Clerk's Office, Juvenile Division (850) 595-3780  
Court Administration Family Law Self Help Division (850) 595-3736