

## **Procedures on Motioning for a Telephonic Hearing**

If you are Noticed for a court hearing on your case, you need to make all efforts to appear in person. Should a unique circumstance arise, you may REQUEST a telephonic appearance.

Please keep in mind that requesting a Telephonic Appearance does not automatically authorize it. The decision will be solely up to Judge or Judicial Official overseeing the hearing and the other side has the right to object to it.

1) Consult with the opposing side to get their input on your telephonic appearance.

2) Complete a **Motion for Telephonic Hearing** and include the following:

- A) The case number
- B) The date and time of the hearing
- C) An explanation of why you cannot appear in court
- D) The opinion of the other side, if they agree or object
- E) Complete the section informing the court when, where and how you sent a copy to the other party.
- F) Your signature, complete mailing address and phone number

3) Mail the **original** motion to:

Clerk of Court  
Attn: Family Division  
PO Box 758  
Palatka, FL 32178

4) Please submit this in a reasonable amount of time so the judge has ample time to review it. (At least 10 days before the hearing is suggested.)

5) It is your responsibility to call the Family Division at (386) 326-7650 to see if the motion was granted or denied.

6) If you do not receive an answer on your motion, you need to attend court.

7) If the motion is granted, you will need to have a notary present at the time you call in. You will need to call (386) 326-7650, five (5) minutes before your court time. Be prepared to call back several times, at the direction of the clerk, before your case may be heard.

IN THE CIRCUIT COURT OF THE SEVENTH JUDICIAL CIRCUIT  
IN AND FOR PUTNAM COUNTY, FLORIDA

CASE NO: \_\_\_\_\_  
DIVISION: 54

\_\_\_\_\_,  
Petitioner

and

\_\_\_\_\_,  
Respondent

**MOTION TO APPEAR TELEPHONICALLY**

The ( ) Petitioner ( ) Respondent requests that the court enter an order granting the following:

1. (Write what you want the Judge to order)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The court should grant this request because (explain why you think the Judge should grant your request) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I request that the court grant the relief specifically requested and any other relief this court may deem just and proper.

I hereby certify that a true and correct copy of the foregoing Motion was furnished to

(Name) \_\_\_\_\_,

at the following address: \_\_\_\_\_

by (mail, hand delivery) on this day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_