



**SIXTEENTH JUDICIAL CIRCUIT OF FLORIDA
MONROE COUNTY FLORIDA**

MEMORANDUM

TO: All Counsel and pro se parties

RE: CourtCall Telephonic Appearances Family Division cases in Key West and Marathon

At this time, CourtCall Appearances are permitted in the Key West and Marathon Family Divisions assigned to Judge Helms.

If you wish to appear by telephone for your Key West Case Management Conference **You must contact CourtCall no less than three business days prior to the hearing** to schedule your appearance. **You must also complete the attached form and submit it to the Case Manager for approval.**

If you wish to appear by telephone at any other hearing other than Case Management you must file a Motion to Appear by Telephone and provide a courtesy copy to office of Judge Helms.

You must complete their form and pay a fee of \$60.00 for each CourtCall Appearance. There are no subscription fees.

A CourtCall Appearance is made as part of a Court's regular calendar and all parties who have timely filed their request form and paid the fee may appear by dialing the Courtroom's dedicated **toll free teleconference number, and access code (if any) which will be provided by CourtCall, LLC on the confirmation faxed to you.** A pre-hearing check-in will occur five minutes prior to the scheduled hearing time. A CourtCall appearance is voluntary and may be made without consent of the other party, and the Court continues to reserve the right to reject any request.

CourtCall's Telephone Number is (310) 342-0888 or (888) 882-6878.

IN THE CIRCUIT COURT OF THE SIXTEENTH JUDICIAL CIRCUIT
IN AND FOR MONROE COUNTY, FLORIDA

_____,
Petitioner,
and

CASE NO. _____
FAMILY DIVISION

_____,
Respondent.
_____ /

REQUEST TO APPEAR BY TELEPHONE

Date of Hearing Scheduled: _____
Date of Request: _____ (Must be no less than 5 business days prior to court date).

Length of hearing and motions being heard _____

Reason for Telephonic Appearance Request: (Check all that apply)

- _____ Reside out of County. Please specify where _____
- _____ Reside out of State/Country. Please specify where _____
- _____ Schedule Conflict. Please specify _____
- _____ Other _____

Attorney for Respondent/Petitioner or Self Represented (Circle one) _____ Date _____
Address: _____
Phone Number _____

Copies sent to:
_____ Opposing counsel _____ Date: _____
_____ Opposing side if no attorney _____ Date: _____
_____ Family Court Case Manager, 302 Fleming Street, Key West, FL 33040 ___ fax (305)295-3975

DECISION ON REQUEST FOR APPEARANCE BY TELEPHONE

The above Request to Appear by Telephone at Case Management Conference is:

- _____ Appearance by Telephone is APPROVED.
- _____ Appearance by Telephone is NOT APPROVED.

Once your Request to Appear by Telephone is approved you must contact CourtCall at (888) 882-6878. (not the Court), NOT LESS THAN THREE (3) COURT DAYS PRIOR TO THE HEARING DATE, submit CourtCall's Request for Telephonic Appearance Form and pay a fee of \$60.00 for each CourtCall Appearance. There are no subscription fees.

All other terms of the Standing Order for Case Management Status Conference remain in effect.

Case Manager _____ Date _____

You must provide self-addressed stamped envelopes for copies to:

- _____ Attorney for Petitioner _____
- _____ Attorney for Respondent _____
- _____ Other _____ Other _____