

SPECIAL NOTICE AND INSTRUCTIONS TO APPEAR BY ZOOM:
TITLE IV-D CHILD SUPPORT HEARINGS - REGULAR DOCKET*

ALL parties that have Title IV-D/DOR child support hearings scheduled before the Hearing Officer in Manatee County shall appear by Zoom Video or Audio Teleconferencing until SEPTEMBER 10, 2021. There are no fees to attend by Zoom, it is free and easy to use! A notary is not required. **All hearings will be digitally recorded.** No person will be permitted inside the hearing room at this time. This includes parties or attorneys.

In order to participate in the hearing by Zoom Video or Audio (Phone), please follow the instructions below:

OPTION #1: TO APPEAR BY ZOOM VIDEO:

1. **DOWNLOAD** the free Zoom app on your smartphone or computer at <https://www.zoom.us> prior to your hearing date. **MAKE SURE YOU DOWNLOAD THE APP BEFORE YOUR HEARING!**
2. On the date and time of your hearing listed in this notice, **SELECT** "Join a Meeting" and then **ENTER** your Meeting ID and Password (listed on your notice or at the link below) to get into the hearing.
3. Once you connect, please **WAIT** to be checked in. You may be placed in a "waiting room" and on mute or silent until your hearing begins.

OPTION #2: TO APPEAR BY ZOOM AUDIO (PHONE): No camera? No problem! The Zoom platform allows individuals to appear via telephone if they do not have an available camera. On the date and time of your hearing, just **CALL** one of the phone numbers listed below. Then **ENTER** your Meeting ID and Password to get into the hearing. Once you connect, please **WAIT** as you may be placed on mute or silent until your hearing begins.

MEETING ID & PASSWORD: *available at:* <https://www.jud12.flcourts.org/Public-Information/Public-Court-Hearings/ctl/meetings/mid/1141/pid/31>

*(**NOTE**: Each hearing day/time period (AM or PM) has different credentials, so please refer to your specific hearing day/time for correct ID and PW)*

TELEPHONE NUMBERS (call any listed here):

(646) 558-8656 (301) 715-8592 (786) 635-1003
(312) 626-6799 (253) 215-8782

Problems or Questions? Email the [Office of the Hearing Officer](#) or call (941) 749-3646 – For connection issues during hearing time, please EMAIL immediately.

If you would like to have the Court consider any documents at your hearing, you must file the documents with the Manatee County Clerk of Court prior to your hearing. To file documents, you may provide the documents by mail or through the e-portal. Your documents must contain your case number and instructions that they be filed in your case. For more information on the Manatee County Clerk's addresses or hours, please visit <https://www.manateeclerk.com/>. To reach the Family Division of Clerk's office by telephone, call (941) 741-4026. You may also electronically file the documents through the Florida Courts E-Filing Portal at <https://www.myflcourtaccess.com/index.html>. **Regardless of filing method used, the Manatee County Clerk of Court must receive your documents at least five (5) days prior to your hearing in order for the documents to be considered at the hearing.**

PLEASE NOTE: *Any document filed in your court record becomes a public record, so it is your responsibility to redact any of your confidential or sensitive information prior to filing (e.g., SSN, bank account #, etc.).*

* The Hearing Officer generally holds Title-IVD/Department of Revenue hearings Tuesday through Thursday every week, with one to two Mondays per month reserved for *pro se* (unrepresented) party motions.