

First Judicial Circuit Court Video Conferencing Policy

January 26, 2016

Policy Statement

Court Administration can provide world-wide video conferencing for trials, hearings, depositions, and meetings to any courtroom, chamber, or jail in the First Judicial Circuit. Please note, video conferencing is a complex technical event and requires detailed coordination by all participants to be successful. Proper notice and information must be given to Court Administration's IT department before any event can be scheduled.

General Procedures

1. A request for video conference must be made a minimum of five business days prior to the scheduled event. International video conferences require a ten day notice.

2. Request should be e-mailed to Court Administration's IT department at videorequest@flcourts1.gov and must include the following information or the event will not be scheduled:

- Type of Case (trial, hearing, meeting)
- Date of Video Conference
- Time of Video Conference (central time)
- Duration of Video Conference
- Presiding Judge
- Indicate if Judge Has Given Approval (required for trials and hearings)
- Video Location in the First Judicial Circuit (county and room)
- Video Location of Remote Site (address, city, and state)
- Contact Name and Number of Remote Site
- Number of Participants at Each Site
- Name of Each Participant
- Contact Number of Each Participant (cell phone if possible)
- Special Instructions or Equipment (Powerpoint, VCR recording)

3. All cancellations and event changes must be communicated to Court Administration's IT department immediately to avoid unnecessary cost or disruption to the scheduled event.
Telephone: (850) 595-4406 E-mail: videorequest@flcourts1.gov

Cost - Video Conferencing

The requesting party must pay all cost associated with the video conference. The location of the remote site and the length of the call will determine the final cost of the event.

*All video cancellations must be communicated to Court Administration's IT department **three (3) days** prior to the event or full charges will be due and owing by the requesting party.

In-State

In-State video conferences have the potential to be free if the remote site is connected to the State of Florida's court network and the IT department can coordinate the event. Most courthouses in the state are connected to this network.

Remote locations that are not connected to the State of Florida's court network, and video conferences that cannot be coordinated with another courthouse will incur an hourly expense from a third party vendor (listed below.)

Out-of-State

Out-of-State video conferences will incur an hourly cost. A third party vendor will be used to make the connection between the First Judicial Circuit and the other state. A typical out-of-state one hour videoconference will have the following cost (subject to change by the vendor):

Room Rental of Remote Site:	\$150/hour
Line Charge:	\$150/hour
Bridging Services:	\$175/hour
Scheduling Fee:	\$100/conference
Total:	\$575

International Video Calls

A typical international video conference lasting one hour will cost approximately \$800 (subject to country).

State Attorney/ Public Defender Procedures

Before scheduling a video conference for a trial or hearing the State Attorney and Public Defender must have prior approval from the presiding judge.

Payment authorization must be obtained from an agency supervisor prior to scheduling a video conference. Payment can be made by credit card or purchase order.

The State Attorney and Public Defender must make their own court reporting arrangements and be prepared to have the remote participant sworn in if necessary.

All video participants must bring a picture ID to the video location.

All video participants must be present 20 minutes prior to the video conference for sound check and instructions.

Video Conferencing Tips

Only one person should speak at time.

Only one site should speak at a time.

Remember to pause for others to comment.

Extraneous noises such as shuffling papers or tapping can be heard by the microphone and can be a distraction to the remote participants.