



## Memo

From: Mirsky Law Firm

The courts have begun implementation of new procedures for future hearings, depositions, mediations, and other court functions. This memo will serve to help clients prepare in advance as courts will resume operations soon.

**Traffic (non-criminal tickets):** All hearings that were previously scheduled during the court closures, will be re-scheduled soon. You will **NOT** need to appear in court personally or virtually. If you receive a court notice to appear by Zoom, your appearance is **NOT REQUIRED**. The attorney will appear on your behalf and you will receive the results of your case by mail. Currently, there is no information available regarding the procedures for establishing payment plans or extensions for any costs. In the meantime, clients should contact the clerk of courts in the county the case was issued.

Miami Dade Clerk of Courts (305)275-1111, Monday-Friday 9:00am-Noon [www.miamidadeclerk.com](http://www.miamidadeclerk.com)  
Broward Clerk of Courts Email: [TrafficClerk@browardclerk.org](mailto:TrafficClerk@browardclerk.org) Ph:(954) 831-6565 [www.browardclerk.org](http://www.browardclerk.org)

**Misdemeanors:** Effective May 1<sup>st</sup>, cases may be heard virtually via Zoom conference. We will notify you in advance *if* your appearance is required and will provide you with all the meeting information to login. Clients should download the Zoom app on their mobile devices or create a free account on Zoom.com. Please refer to the last page for procedures.

**Felonies:** Until further notice, the courts will remain closed to the public. However, your appearance *IS REQUIRED* virtually via Zoom conference. Please refer to the last page for procedures.

**Family/Domestic:** Virtual hearings will soon be implemented for case management hearings, motions, and emergency matters and mediation. You will receive notification from our office to attend virtually via Zoom. Please refer to the last page for procedures. All family cases are required to provide mandatory disclosure documents and financial affidavits.

*Supplemental Mandatory Disclosure documents are required for the last three months.* Clients need to provide updated documents which includes and is not limited to paystubs, bank statement accounts and credit or loan statements until their next court hearing or mediation date is scheduled. Please scan and upload all documents to your client portal or send via email. *We will no longer be accepting documents be dropped off, mailed, or faxed.* Please scan and email all mandatory disclosures documents in pdf form.

**Civil:** No court appearances are required unless otherwise indicated by our office.

**OFFICE VISITS AND APPOINTMENTS:** *Currently, we will schedule appointments in our office as needed and encourage clients to call before walking in. Many issues may be handled by phone or video conference appointments. Please do not come to our office if you feel sick or have a fever. If we schedule an office appointment, please check in the waiting room area. If another client is in the waiting room, you will be asked to wait in your vehicle and will be called by phone.*

## ZOOM MEETINGS:

1. You will receive an email from our office and/or the court with your court information. You will receive a meeting id and password. If we do not provide a password, then it is not required.
2. Join the meeting by clicking on the link on the email. You can also open the app or website on your device and click on Join Meeting.
3. Run the Zoom download that is launched. Enter the meeting id and password.
4. Test your audio and microphone. You will be placed in a virtual waiting room until the administrator allows you to enter.

Zoom Help Center: <https://support.zoom.us/>

*Zoom has experienced difficulties on some windows 10 browsers such as Microsoft edge or Internet Explorer. If you find you are unable to launch Zoom, try downloading and using Google Chrome instead.*

Zoom backgrounds

<https://www.westelm.com/pages/features/zoom-virtual-backgrounds/>

<https://www.elitedaily.com/p/8-zoom-office-backgrounds-to-make-your-video-calls-look-professional-22643940>

## TIPS

- Check you emails and make sure emails are not blocked from [help@mirskylawfirm.com](mailto:help@mirskylawfirm.com). Check spam and clutter inboxes.
- Login into your Mirsky Law Firm client portal and check your messages or activities regularly.
- Contact our office if you need an interpreter.
- Find a room with the strongest internet connection.
- Find a quiet space that is free from distractions or loud noises.
- Ensure that devices are sufficiently charged.

- Test the functionality of all devices and ensure the audio and microphone are working prior to the hearing.
- Exercise proper decorum during virtual hearings. Clients should address the court respectfully.
- Change your background, if necessary. Please do not lay down or eat during proceedings.
- Dress in professional or business casual attire.