

IN THE COUNTY COURT IN AND FOR MANATEE COUNTY

Plaintiff
-- VS --

Case No. _____

Defendant

NOTICE TO APPEAR FOR PRETRIAL CONFERENCE/MEDIATION

STATE OF FLORIDA .NOTICE TO PLAINTIFF(S) AND DEFENDANT(S):

Defendant name : _____

Address: _____

YOU ARE HEREBY NOTIFIED that you are required to appear via Zoom for a video conference or by Telephone, on ____ / ____ / 2022 at _____ for a PRETRIAL CONFERENCE.

**ZOOM VIDEO CONFERENCE AND TELEPHONE CONFERENCE INSTRUCTIONS FOR SMALL CLAIMS
PRE-TRIALS (see instructions on next page)**

Website URL: ZOOM.US

Meeting ID: 794 875 0234

Password: 246033

Dial-in (Telephone) Information: 1-786-635-1003

IMPORTANT - READ CAREFULLY

**THE CASE WILL NOT BE TRIED AT THE PRETRIAL CONFERENCE,
BUT MAY BE MEDIATED AT A LATER TIME VIA ZOOM CONFERENCE.**

**DO NOT BRING WITNESSES. YOU MUST APPEAR IN PERSON OR BY ATTORNEY VIA ZOOM OR BY TELEPHONE
CONFERENCE.**

**WHOEVER APPEARS FOR A PARTY MUST HAVE FULL AUTHORITY TO SETTLE FOR ALL AMOUNTS FROM ZERO
TO THE AMOUNT OF THE CLAIM WITHOUT FURTHER CONSULTATION. FAILURE TO COMPLY MAY RESULT IN
THE IMPOSITION OF SANCTIONS, INCLUDING COSTS, ATTORNEY FEES, ENTRY OF JUDGMENT, OR DISMISSAL.**

The defendant(s) must appear via Zoom or by telephone on the date specified in order to avoid a default judgment. The plaintiff(s) must appear via Zoom or by Telephone to avoid having the case dismissed for lack of prosecution. A written MOTION or ANSWER to the court by the plaintiff(s) or the defendant(s) shall not excuse the personal appearance of a party or its attorney in the PRETRIAL CONFERENCE/MEDIATION. The date and time of the pretrial conference CANNOT be rescheduled without good cause and prior court approval.

A corporation may be represented at any stage of the trial court proceedings by an officer of the corporation or any employee authorized in writing by an officer of the corporation. Written authorization must be brought to the Pretrial Conference/Mediation.

The purpose of the pretrial conference is to record your appearance, to determine if you admit all or part of the claim, to enable the court to determine the nature of the case, and to set the case for trial if the case cannot be resolved at the pretrial conference. You or your attorney should be prepared to confer with the court and to explain briefly the nature of your dispute, state what efforts have been made to settle the

dispute, exhibit any documents necessary to prove the case, state the names and addresses of your witnesses, stipulate to the facts that will require no proof and will expedite the trial, and estimate how long it will take to try the case.

Mediation

Mediation will be conducted via Zoom and/or by Telephone at a later date and time. Mediation is a process whereby an impartial and neutral third person called a mediator acts to encourage and facilitate the resolution of a dispute between two or more parties, without prescribing what the resolution should be. It is an informal and non-adversarial process with the objective of helping the disputing parties reach a mutually acceptable and voluntary agreement.

In mediation, decision making rests with the parties. Negotiations in county court mediation are primarily conducted by the parties. Counsel for each party may participate. However, presence of counsel is not required. If a full agreement is not reached at mediation, the remaining issues of the case will be set for trial. Mediation communications are confidential and privileged except where disclosures are required or permitted by law.

If you admit the claim, but desire additional time to pay, you must come and state the circumstances. The court may or may not approve a payment plan and may withhold judgment or execution or levy.

RIGHT TO VENUE. The law gives the person or company who has sued you the right to file in any one of several places as listed below. However, if you have been sued in any place other than one of these places, you, as the defendant(s), have the right to request that the case be moved to a proper location or venue. A proper location or venue may be one of the following: (1) where the contract was entered into; (2) if the suit is on an unsecured promissory note, where the note is signed or where maker resides; (3) if the suit is to recover property or to foreclose a lien, where the property is located; (4) where the event giving rise to the suit occurred; (5) where any one or more of the defendants sued reside; (6) any location agreed to in a contract; (7) in an action for money due, if there is no agreement as to where suit may be filed, where payment is to be made.

If you, as the defendant(s), believe the plaintiff(s) has/have not sued in one of these correct places, you must appear on your court date and orally request a transfer, or you must file a WRITTEN request for transfer in affidavit form (sworn to under oath) with the court 7 days prior to your first court date and send a copy to the plaintiff(s) or plaintiff's(s') attorney, if any.

A copy of the statement of claim shall be served with this summons.

Angelina Colonnese
As Clerk of Circuit Court

DATED at Bradenton, Florida on _____ / _____ /2022

By: _____
Deputy Clerk

Zoom Instructions:

OPTION ONE: APPEARANCE VIA ZOOM VIDEO:

1. Download the free Zoom App. On your smartphone or computer PRIOR to your Hearing date. <https://www.zoom.us>
2. On the date and time of your hearing, select "Join a Meeting" and then enter your Meeting ID and Password to access the meeting. Where do you find these? Look on your Summons or Notice of Hearing
3. Once you connect, please wait to be checked in. You may be placed in a "waiting room" and on mute until your hearing begins.

OPTION TWO: APPEARING VIA ZOOM AUDIO (PHONE)

No Camera. No problem! The Zoom Platform allows you to appear by telephone if you do not have a camera or a computer. On the date and time of your hearing, just call (786) 635-1003. Then enter your Meeting ID and Password to get into the Pre-Trial. Once you connect, please wait as you may be placed on mute until your hearing begins. Press *6 to mute and unmute your telephone.

NOTICE: If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Manatee County Jury Office, P.O. Box 25400, Bradenton, Florida 34206, (941)741-4062, at least seven (7) days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than seven (7) days; if you are hearing or voice impaired, call 711.

In and for Manatee County:

If you cannot afford an attorney, contact Gulfcoast Legal Services at (941) 746-6151 or www.gulfcoastlegal.org, or Legal Aid of Manasota at (941) 747-1628 or www.legaidofmanasota.org. If you do not qualify for free legal assistance or do not know an attorney, you may email an attorney referral service (listed in the phone book) or contact the Florida Bar Lawyer Referral Service at (800) 342-8011.