



**CITY OF ORLANDO, ORLANDO STOPS TRAFFIC SAFETY PROGRAM**  
**VIRTUAL ADMINISTRATIVE HEARING INSTRUCTIONS**

**1)** The Orlando Stops Local Administrative Hearing will be held virtually via **Zoom Webinar**. Please prepare, download, and sign up for Zoom before your hearing date. There is No Physical location to attend this hearing in person unless pre-arranged under special circumstances.

**1a)** The petitioners will need an internet connection (Wi-Fi or Cellular). A desktop computer, laptop computer, smartphone, or phone may be used for the hearing. A camera and microphone are not required but encouraged. It is the responsibility of the party (or their attorney, and or interpreter) to ensure that each of their witnesses has the necessary technology to participate in the remote hearing.

**PARTICIPANTS ARE ENCOURAGED TO TEST THE LINK AND YOUR SOFTWARE PRIOR TO THE SCHEDULED HEARING.**

Please read below for instructions to join this Orlando Stops Virtual Administrative Hearing.

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**2) Using a Computer or Mobile Device:** Visit [zoom.us/download](https://zoom.us/download) for computers and for smartphones use the Zoom App. “Zoom Client for Meetings”.

➤ **Join the virtual meeting at: <https://us02web.zoom.us/j/82355312828>**

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**3)** Petitioners please use the dedicated link listed above and connect at **least five minutes** prior to the scheduled time of the video conference hearing.

**3a)** The Petitioner/Witnesses may **not** be permitted entry into the virtual hearing room until it is their turn to testify. The start time of the hearing is not necessarily when witnesses will be called to testify. Witnesses need to anticipate being on standby for the duration of the hearing.

**3b)** Since the Local Administrative Traffic Court is considered a “quasi-judicial” Hearing, interpreters are **not** provided. If a petitioner or witness needs the assistance of an interpreter, the litigant who needs the interpreter (or whose witness requires assistance) is responsible for providing the interpreter. No minor child shall be permitted to serve as an interpreter.

**4)** If you do not have a computer or smartphone, use any of the phone numbers listed below.

**Mobile Phone:** If you do not have a Smart Device. Use one of the phone numbers listed below.

**Call: (312)-626-6799, or (929)-205-6099, or (253)-215-8782, or (301)-715-8592, or (346)-248-7799, or (669)-900-6833** and enter the Web ID Number below.

➤ **Once dialed in and prompted, enter the Webinar ID: 823 5531 2828.**

Please note there may be technical issues, and your hearing may not start on time. Nevertheless, you are expected to appear on time and remain in the waiting room until admitted. If the Petitioner fails to appear for the scheduled hearing the Petitioner will be in default and may be adjudicated and will be responsible for all appropriate penalties, plus any administrative cost of up to \$250.00.