

COURT OF COMMON PLEAS  
DIVISION OF DOMESTIC RELATIONS  
HAMILTON COUNTY, OHIO

\_\_\_\_\_  
Plaintiff / Petitioner

Case No. \_\_\_\_\_

-vs/and-

File No. \_\_\_\_\_

CSEA No. \_\_\_\_\_

\_\_\_\_\_  
Defendant / Petitioner

Judge \_\_\_\_\_

**ORDER TO APPEAR TELEPHONICALLY OR VIA  
VIDEO CONFERENCE**

Must be submitted 72 hours in advance of hearing

Whereas, Plaintiff/Defendant/Other \_\_\_\_\_, has(have) requested to appear

telephonically or  via video conference before \_\_\_\_\_ for

\_\_\_\_\_ hearing set for \_\_\_\_\_, 2 \_\_\_\_\_. Notice has

been provided to the opposing party/counsel of this request on \_\_\_\_\_.

In support of this request, the phone numbers and email addresses of the participating court parties have been provided, submitted on

**DR 8.1C** (which will not be filed with the Clerk of Courts).

**THEREFORE, IT IS HEREBY ORDERED:**

This matter will be heard telephonically as requested. Plaintiff or Defendant is directed to coordinate a conference call with all parties and then call 513-946-9101 to be connected to the assigned judge or magistrate.

This matter will be heard via video conference as requested.

- In order to appear via video conference, all participating court parties must have a smart phone or computer with camera and audio capabilities. The Court will be using Zoom© video conferencing. Therefore, the participants must download the Zoom© application in order to join the hearing. All safety and privacy measures will be used with this technology.

- At the time of hearing, all participants must be dressed appropriately and be in a quiet place, without interruptions, noise, or distractions.

- **If you are unable to appear via video conference, please call 513-946-9101 for further instruction at least one day prior to the hearing.**

The request for to appear telephonically or via video conference is denied.

This Order is effective immediately. If a Magistrate has issued this Order, either party may appeal the Order by filing a Motion to Set Aside the Order within ten (10) days of the date this Order is filed. The pendency of a Motion to Set Aside the Order **does not stay** the effectiveness of this Order unless the Magistrate or Judge grants a stay.

\_\_\_\_\_  
Judge/Magistrate

By signature below, the requesting party/parties indicate agreement.

\_\_\_\_\_  
Plaintiff

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Other (CSEA / GAL)

\_\_\_\_\_  
Attorney for Plaintiff

\_\_\_\_\_  
Attorney for Defendant

\_\_\_\_\_  
Other (CSEA / GAL)