

Guidelines for court hearings on Zoom

**ZOOM IS NOT PERMITTED FOR MANDATORY SETTLEMENT
CONFERENCES, TRIAL MANAGEMENT CONFERENCES, INFORMAL
DISCOVERY CONFERENCES, ORDER FOR EXAMINATIONS, UNLAWFUL
DETAINERS, TRIALS OR FOR PARTIES WHO HAVE BEEN ORDERED TO
APPEAR IN PERSON**

ADVANCE PREPARATION

- Any party or attorney who elects to appear via Zoom for law and motion, evidentiary hearing or court trial must have an email address on file with the court and is deemed to agree to email/electronic service of an order after hearing by the court.
- You will need a computer, smart phone, or tablet with a microphone, camera, and Internet access to attend the Zoom video hearing.
- The Zoom hearing may be accessed by phone but you will not be able to see other participants.
- You may attempt to phone into the Zoom hearing if you have technical difficulties.
- Zoom works best if you download the Zoom app. It is also accessible through the Zoom website.
- Include your first and last name on your Zoom profile.
- Provide adequate lighting and sound so the judge can clearly see and hear you.
- Be sure to test Zoom well before the hearing.
- User error resulting in a need for continuance may serve as basis for award of fees, costs or other sanctions.

SCHEDULING

- The Court will serve as the meeting "Host."
- Unless confidential, this is a public proceeding.
- Further instructions for accessing Zoom proceedings are located on the Court's website.
- Be sure to sign on at least 10 minutes early to allow for resolution of any Internet, video or audio issues.

THE HEARING

- Dress as though you are appearing in Court. You are.
- You will be in a waiting room when you first join the hearing, and will be admitted to the

courtroom from there. This may take some time if other cases are called first. Do not disconnect.

- Ensure your video and sound are turned on in your Zoom settings.
- You will be placed on mute when you enter the hearing. To avoid excess feedback, remain on mute until called upon by the judge. The space bar may be used as an immediate "brake" to quickly and temporarily mute/unmute a participant.
- Zoom appearances are authorized only for attorneys, parties and/or persons appearing in proper. The public may attend proceedings held in open court.
- The judge will call the case and address each party individually to enter their appearance.
- **Participants are prohibited from recording, photographing or taking screen shots of the proceeding in any form.**
- The court reporter transcript shall be the only official record of the proceeding.

ATTENDEE RESPONSIBILITIES

- Participants may not refer to any notes or other reference sources that otherwise would not be allowed in the courtroom while testifying and must, upon court request, fully and truthfully divulge and/or produce all such references and sources.
- There are to be no distractions during the hearing including background noise and other unnecessary interruptions. Participants should refrain from eating, drinking and generally must conduct themselves as if they are in court...because they are. No appearances shall be made from moving vehicles or other meetings/ court appearances.