

## **CURRENT POLICIES FOR HEARINGS IN COURTROOM H**

In compliance with the latest administrative order 2020-23, Courtroom H is allowing in-person appearances for all scheduled hearings, however, remote telephonic/video appearances are also encouraged.

### **IN-PERSON REQUIREMENTS:**

**FACE MASKS ARE REQUIRED.** Courts must serve all members of the public, including those with fragile medical conditions. To promote health and safety, courts require the public to bring and wear a face-covering mask to enter and remain in court buildings.

**PLEASE PRACTICE SOCIAL DISTANCING.** No more than ten (10) people allowed in the courtroom at a time and everyone must be at least six (6) feet apart unless immediate family.

### **TELEPHONIC APPEARANCE REQUIREMENTS**

To appear via Zoom conference line: Please call 1-669-900-6833 enter the Meeting ID of 463376467.

To appear via Zoom video: log into the Zoom Application, enter the meeting ID of 463373467 and the password of 2141912.

### **IF YOU ARE APPEARING REMOTELY:**

**Be on time.** The Court will not take up cases early but will proceed at the time scheduled as the calendar permits, whether you have joined the conference line or not. There may be days the Court is running behind, do not interrupt other cases in order to ask when yours will be called. If you called in on time, and your case is on the Court's calendar, it will be heard when the Court is able to get to it.

**You must call in.** The Court will not call you.

**Do not interrupt.** The judge will tell you when it's your turn to speak. Or, if there is a pause, you can ask to speak. Do not announce your presence until the court calls your case. Simply stay on the line, even if there is only silence, until the judge starts the hearings, and then continue to listen quietly until your case is called. The Court utilizes a conference line, which means that everyone is joining a telephone line into the courtroom. Please be mindful that you are appearing, by phone, in court.

**The Court will, at the beginning of every case, announce the case it is calling and ensure to announce each person appearing in the case.** Speak up during that time and announce yourself.

**Be prepared and appear on a reliable, quality phone line.** Please ensure you call from a line with quality service, that your phone is charged, that you have enough minutes on your plan to be able to appear.

**Mute your phone when you are not speaking.** There may be times the Court mutes you, if your background noise is disruptive. Do not put the court on hold if it will result in music and the Court will disconnect you. If available, set the phone to "Do Not Disturb" so it will not ring during the hearing.

**When it is time for you to speak, ensure that you are heard clearly.** Take your phone off mute. Do not use a "speaker" option or headset while speaking, as this will minimize background noise and improve sound quality. Position the telephone to minimize paper rustling. Do not use a keyboard or talk with others in the room. Be aware that telephone hearings may be amplified throughout the courtroom. If there is excessive noise, the record will not be clear.

**Speak loudly and clearly, and say your name each time you speak.** There is no visual with the audio record, and the Court needs for a transcript to be possible. The only way all voices can be identified is if all parties announce their presence. This will require statements such as "Ms. Smith, attorney for Mother. I would like to let the Court know..." This will clearly identify a speaker.

**Stay calm and be courteous.** Do not forget that you are appearing in a court of law, and are expected to express yourself with a calm, respectful demeanor.