

## Remote Appearance Guidelines

### Hon. Megan A. McCoy, Judge Division 1

*The Court adopts the following guidelines regarding remote appearances in Division 1:*

**Remote appearances.** The Arizona Supreme Court Administrative Order No. 2022-88 adopted presumptive standards for in person vs. remote hearings, and such have been adopted by Mohave County Presiding Judge Moss in Mohave County Administrative Order No. 2022-28 and updated in order [2022-42](#).<sup>1</sup>

If a hearing is presumptively remote, counsel and the defendant may appear remotely for the hearing without filing a motion requesting to appear remotely. If you choose to appear remotely, it will be your obligation to connect or call in - the Court will not call you.

Parties may join the Zoom video courtroom: meeting ID 899-614-070-81 and passcode 2141912

Parties who need to call in by phone: (877) 853-5247 with meeting ID 899-614-070-81.

*At times, one of Zoom's toll-free numbers, may not be operational. Therefore, to ensure uninterrupted access, please advise all participants who prefer to join via a phone to use one of the alternative numbers provided below.*

*877 853 5247 US Toll-free*

*888 788 0099 US Toll-free*

*833 548 0276 US Toll-free*

*The Court requests all who appear remotely test their ability to be seen and heard on the Zoom video platform, as well as the ability to share and view digital evidence through screen sharing. The Court's remote appearance guidelines must be complied with, and each individual is responsible for coordinating remote appearance.*

*The Court asks that counsel and parties who choose to appear remotely **appear by video** rather than phone whenever possible.*

**By connecting to the Zoom courtroom, you will be in open court.  
Remain silent, mute yourself, and await your hearing.**

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<sup>1</sup> See AO for detailed explanation of hearings permitted remote vs. those presumed in person.

**Be prepared.** Parties must have a way to communicate with their counsel off of the record during a hearing, if appearing remotely. Any evidence must be prepared and uploaded prior to the hearing, in a timely manner. The Court encourages parties to test their Zoom video skills prior to any hearing, including screen sharing to show evidence. If signatures, documents or fingerprints are needed at the hearing, ensure that you provide them prior to the hearing.

**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, or multiple hearings are set at the same time. 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.** If you do not have a mute function on your phone, press \*6 to mute and \*6 again to unmute. Do not put the court on hold if it will result in music or other noise. 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.** Unmute. Do not use a "speaker" while speaking, use a headset if possible as this will minimize background noise and improve sound quality. Position the telephone or microphone to minimize paper rustling. Do not use a keyboard or talk with others in the room while unmuted. Be aware that telephone hearings may be amplified throughout the courtroom. If there is excessive background 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.