

Judge Boyd's Guidelines for Participation in Video Hearings via Zoom

The following guidelines apply to any hearings scheduled to be held before Judge Boyd via Zoom videoconferencing.

Prior to the Zoom Video Hearing:

1. Please visit zoom.us and create a free account. You should also download and install the app on your computer, tablet, or smart phone. It is preferable to download the app, rather than relying on the web browser option, because the full program allows for use of features (such as private, confidential breakout rooms) which are not available via the plug-in version
2. No paid license is required to participate in video hearings scheduled by the court.
3. To facilitate identification of participants at the video hearing, please use your real name when setting up your Zoom account.
4. All attorneys are expected to appear at the hearing by video, rather than merely by phone. Attorneys must show good cause for failure to appear by video.
5. Non-lawyer parties and clients may appear by audio only, by calling in to the Zoom hearing by telephone. At an evidentiary hearing, the court will likely only permit witnesses who are visible on camera to testify.

Participating in the Zoom Video Hearing:

1. If participating in a hearing before Judge Boyd via Zoom, you may join the Zoom hearing with the log-in information listed in the notice entitled "Remote Hearing Procedures."
2. You will join the virtual courtroom by either: (1) clicking the link provided, then entering the 6 digit password when prompted in the Zoom app, or (2) opening the Zoom app, clicking "Join," then entering the Meeting ID and password when prompted. If participating by telephone, you will join the virtual courtroom by calling the phone numbers provided and then entering the Meeting ID and password. All participants are asked to begin the process of joining the video conference at least 15 minutes in advance of the scheduled hearing time, to allow for any potential problems with the technology.
3. When you join the virtual hearing, you will appear in a virtual waiting room with other attorneys, parties, and witnesses. The court will admit participants to the virtual hearing approximately 5 minutes before the scheduled time or, if there are several matters scheduled for a particular time, when their case is called.
4. When you enter the virtual courtroom, your video and audio will automatically be on. You may be muted by the court until the hearing begins.

5. At the time of the hearing, all participants must be in a quiet place, without interruptions, noises, or other distractions.
6. This is a federal court hearing; it is expected that you will dress accordingly.
7. The court's general prohibition on video and audio recording in the courtroom remains in effect during virtual hearings. **Recording of court proceedings conducted by video conferencing is strictly prohibited.** All video hearings will be recorded by the court's official court reporter and transcripts may be ordered after the hearing.
8. It is incumbent on attorneys to communicate the requirements for participating in the video hearing to their clients and witnesses, if any.
9. Additional requirements for evidentiary hearings conducted via videoconferencing will be set forth in scheduling orders issued by the court. The scheduling order may include instructions for submission of exhibits prior to the hearing and rules regarding witness participation and testimony.