

## **Judge Dales's Guidelines for Participation in Video Hearings via Zoom**

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

### **Prior to the Zoom Video Hearing:**

1. Please visit [zoom.us](https://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. Court employees may not admit a participant who did not make prior arrangements with the court to participate in the hearing and whose identity is not apparent to the court employees based on information within the Zoom app.
4. All attorneys not appearing in person 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. Any party wishing to ask questions of a witness who will appear by Zoom shall deliver to the witness, in advance of the hearing, a true and complete copy of any exhibit that will be the subject of the examination so that the witness will have a copy of any such exhibit in his or her possession. The court may refuse to permit examination regarding any exhibit not provided to a witness in conformance with this paragraph.

### **Participating in the Zoom Video Hearing:**

1. For each scheduled court hearing, you will receive an email invitation ("e-vite") containing links for joining the video hearing via the Zoom app or by telephone.
2. If participating by video, you will join the virtual courtroom by either: (1) clicking the link in the e-vite, then entering the 6 digit password provided in the e-vite when prompted in the Zoom app, or (2) opening the Zoom app, clicking "Join," then entering the Meeting

ID and password provided in the e-vite when prompted. If participating by telephone, you will join the virtual courtroom by calling the phone number provided in the e-vite, then entering the Meeting ID and password.

3. 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 or verification of identity.
4. Only the attorneys and parties who have contacted the court and provided their email address and telephone number will receive an e-vite from the court. It is incumbent on attorneys to communicate the requirements for participating in the video hearing to their clients and witnesses, if any.
5. 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.
6. 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.
7. At the time of the hearing, all participants must be in a quiet place, without interruptions, noises, or other distractions.
8. The court's general prohibition on video and audio recording and broadcast in the courtroom remains in effect during virtual hearings. Recording and broadcast 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.
9. At an evidentiary hearing, the court will likely only permit witnesses who are visible on camera to testify.